XEROX

630 Training Manual

The Xerox® Memorywriter™

This equipment has been certified to comply with the limits for class B Computing Device, pursuant to Subpart J of Part 15 of FCC rules. Only peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals is likely to result in interference to radio and television reception.

The Xerox Memorywriter 630™ typewriter generates and uses radio frequency energy and, if not installed and used properly, i.e., in strict accordance with the instruction manuals, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B Computing Device in accordance with the specifications in Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a residential installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, you may try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Relocate the equipment with respect to the receiver.
- Plug the equipment into a different outlet so that equipment and receiver are on different branch circuits.

XEROX®

630 Memorywriter™
Training Manual

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What is a Memorywriter?

The 630 Memorywriter is a typewriter and more...

The 630 Memorywriter types, of course. And if you have work that you must get out before going through this manual, you can use the Memorywriter like a "regular" typewriter.

But the real benefits of having a Memorywriter come from its automatic, time-saving features. Features that can be used to improve the appearance of everything you type. And, features that can save you a lot of time when changes need to be made to something you've typed.

The Memorywriter, as you've no doubt guessed, has a "memory." With this memory, you can record your typing (like you record music on a tape recorder). Then you can recall the typing, make changes to it and print out a perfect copy!

Because the Memorywriter remembers, you can forget! Forget about typing the same letter over and over. Forget about searching through file folders for last month's report. Forget about retyping that 30-page document because someone mislaid the originals.

Learning to Use the Memorywriter

This Training Manual will help you learn to use the 630 Memorywriter. But, **you'll** need to arrange the most important item — your own time. Time to go through the manual and practice exercises until you feel comfortable using each feature.

If you can avoid having your concentration broken by phone calls or visitors, you'll learn much faster. To help gain cooperation from others in your office, there's a copy of a letter on the next page that you may wish to show to your manager.

As you go through this manual, you'll find a combination of instructions and explanations. As you do each step in the ACTION column, look at the RESULT column. The RESULT column is important because it tells you what happens with each step.

ACTION	RESULT
1 **SHOW** the letter to your manager, if you wish.	*This may help you arrange for someone to answer phones and handle your duties while you learn the Memorywriter.*
2 **CONTINUE** with your training on the next page.	

Note: If you simply want to use the Memorywriter as a typewriter, read pages 2 through 6 and then use the Reference Cards attached to the typewriter for guidance.

Letter to Your Manager

To My Manager:

Today I'll start learning to use my new Xerox 630 Memorywriter. I know that this equipment represents a productive tool for our office, and I look forward to using it on my daily work.

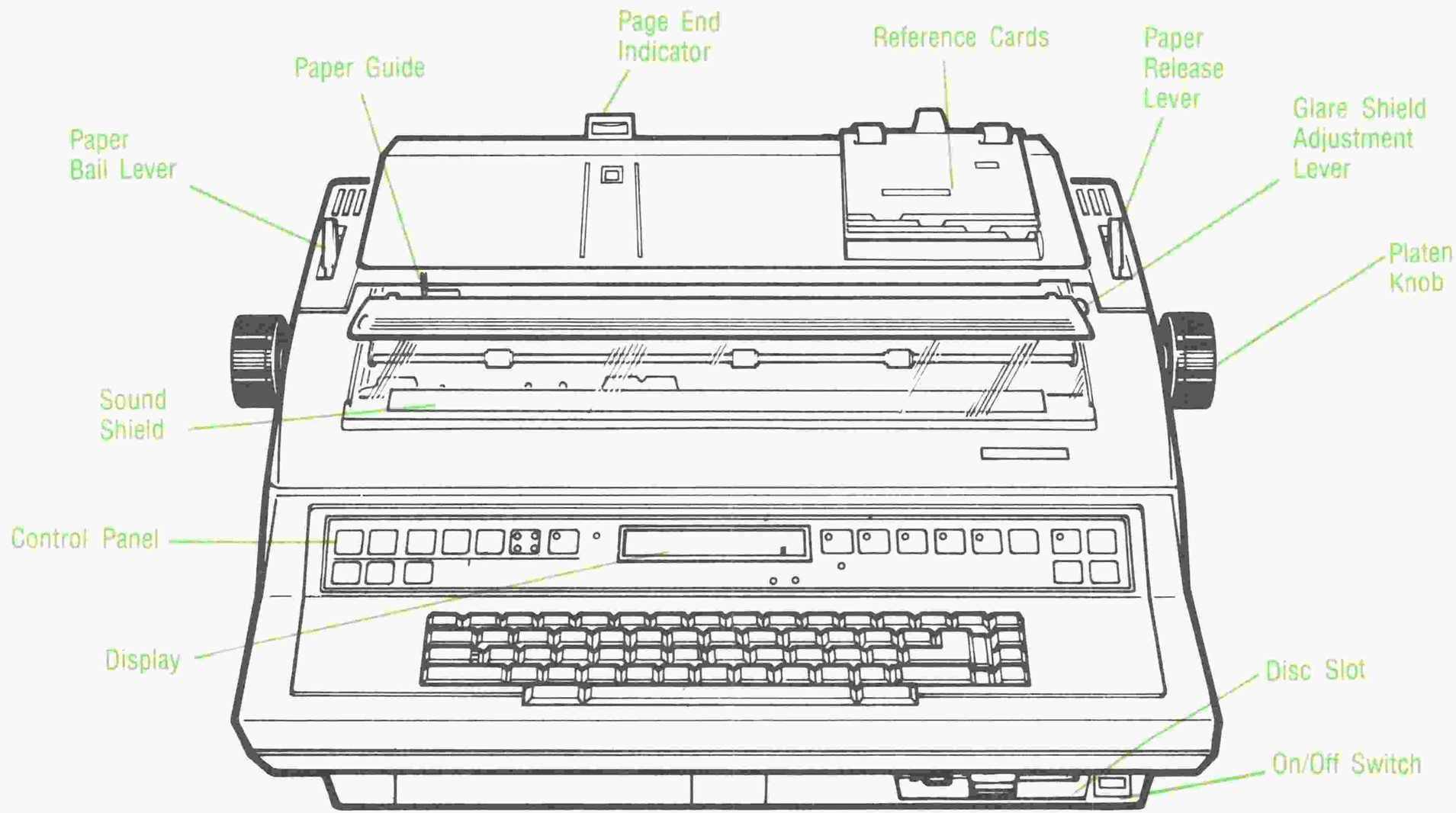
The sooner I become proficient, the sooner we'll both realize the benefits of the Memorywriter. There are two ways you can help me:

1. Let me have as much uninterrupted time as possible to read the Memorywriter Manual and practice using the machine.
2. If you do give me work to type during the learning period, try to keep the deadlines loose enough to allow for revisions.

With your help, it shouldn't take me long to start turning out documents that both of us will be proud of!

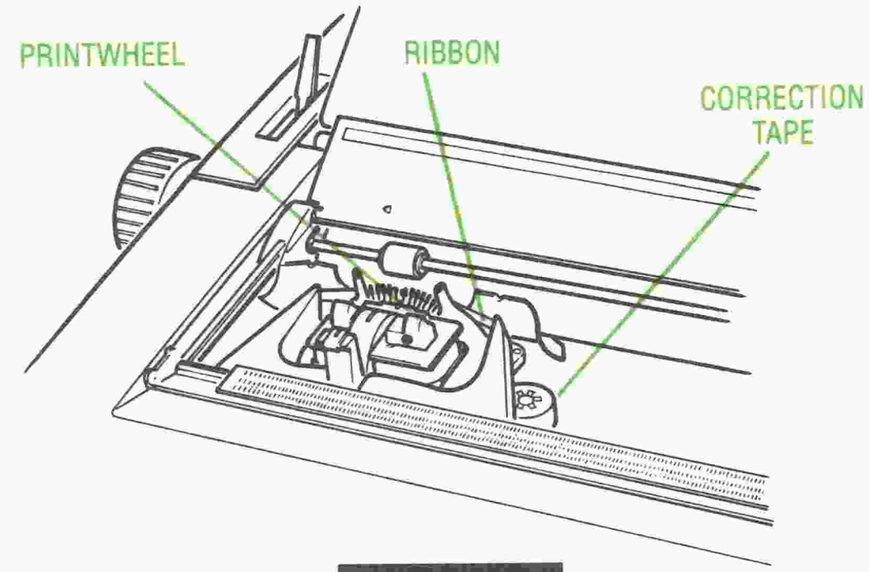
Getting Acquainted

The Memorywriter looks very much like a "regular" typewriter. Compare your Memorywriter to the picture below to get acquainted with its parts.



Checking the Carrier and Turning On the Memorywriter

The illustration shows the location of the ribbon, printwheel and correction tape. The part of the typewriter that holds these items is called the carrier.



ACTION	RESULT
1 **CHECK** to be sure your Memorywriter has a ribbon, printwheel and correction tape. If one of these items is missing, turn to the **INTRODUCTION** section of the Reference Manual and install it before continuing.	*The Memorywriter is ready for typing when the ribbon, printwheel, and correction tape are in place.*
2 **LOCATE** the on/off switch on the lower right front corner and turn on the Memorywriter.	*The Memorywriter goes through a self-test during which the carrier moves to the left, a beep sounds and the lights blink on and off.*

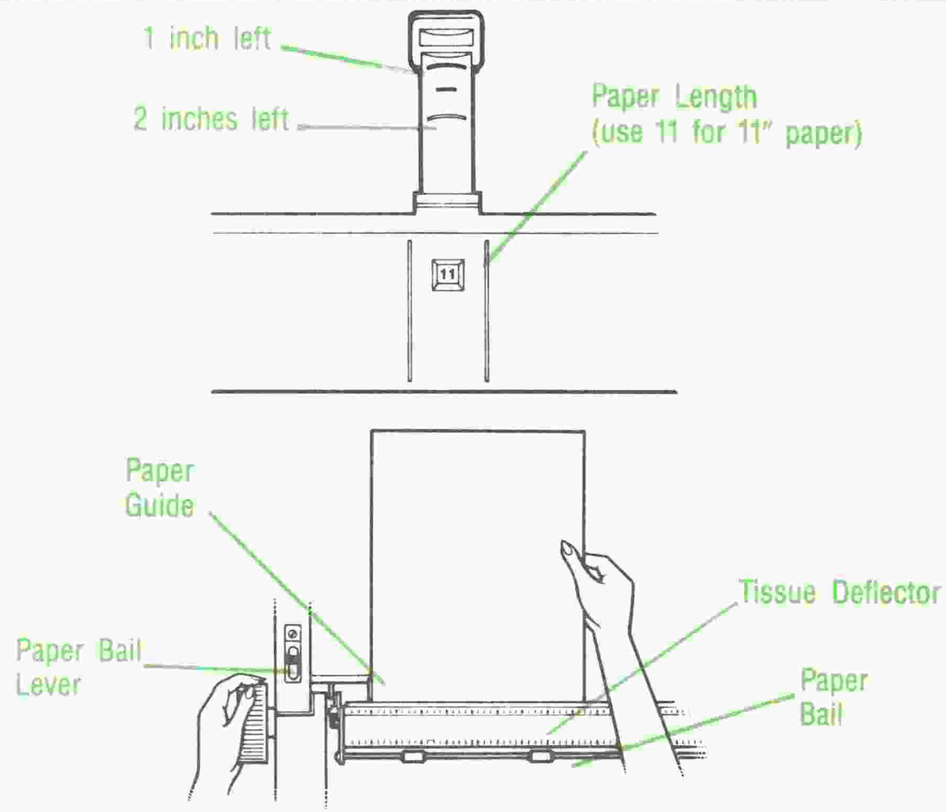
Inserting Paper

Have you ever typed off the bottom of a page? The Memorywriter has a page end indicator to help prevent this! Before you insert paper, set the page end indicator for the length paper you're using. As your typing nears the end of the page, the top of the paper will rest on the page end indicator and show how many inches remain.

The paper bail **lever** is used to pull the paper bail forward so paper can be inserted **without** lifting the sound shield. The paper guide is used to align the left side of the paper. It should normally be even with the widest white line on the scale below the guide.

ACTION

1. **PULL** the paper bail **lever** toward you.
2. **SET** paper guide even with wide white line below the guide.
3. **INSERT** paper and roll it in using the platen knob (not the **INDEX** or **RETURN** keys)
4. **PUSH** the paper bail **lever** back.



RESULT

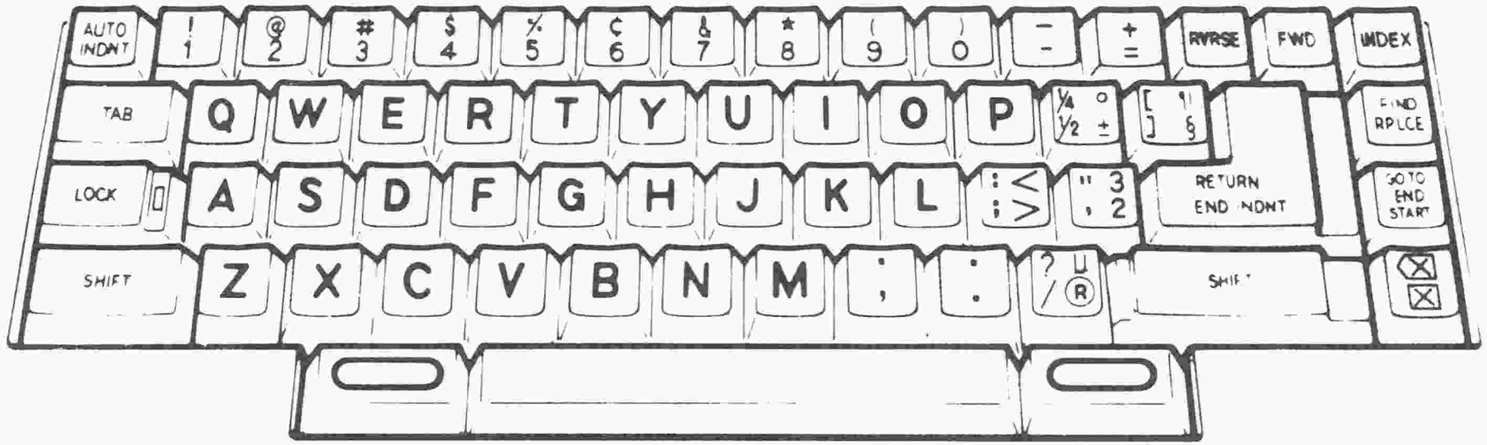
The paper bail moves forward.

The paper bail moves back into position.

The Keyboard

The keyboard on the 630 Memorywriter is similar to a standard typewriter. The shaded keys in the illustration below show which keys will repeat when you hold them down. Typing on the Memorywriter keyboard is very similar to typing on any other typewriter.

The Memorywriter has some extra features that standard typewriters don't have. For this reason, the Memorywriter has extra keys. You'll see an extra key over the TAB key, six extra keys on the right side of the keyboard and two keys on either side of the spacebar. The top row of keys can also be used to access extra features. The green labels above the top row of keys identify the features. You'll learn how to use the features as you go through this manual.



Notice that the LOCK key (shift lock)

has a light on it. When the light is on, the lock key is in a locked position. Touching either SHIFT key will unlock the LOCK key.

The two keys with the green ovals, on either side of the spacebar, are the FEATURES keys.

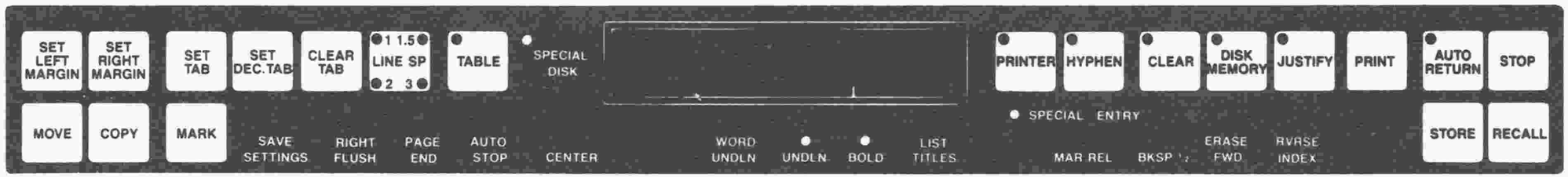
Either FEATURES key can be used like a shift key with the keys that have the green printing on or above them.

The steps below give you a chance to practice using the FEATURES key. Be sure you have paper in the typewriter before you begin.

ACTION	RESULT
1 **HOLD** down while you press . Then release both keys.	*The typewriter prints the character shown in green on the key.*

The Control Panel

The grey blocks on the control panel are touch sensitive switches. Some of the switches have red lights to show they are on. The LINE SP switch has four lights to indicate which line spacing is selected.



In addition to lights, the 630 Memorywriter can also signal you with a beep. One beep signals that an action has been completed. Two beeps signal that an action cannot be completed. For example, if you attempt to set the right margin too close to the left margin, you'll hear two beeps, indicating that the margin cannot be set there.

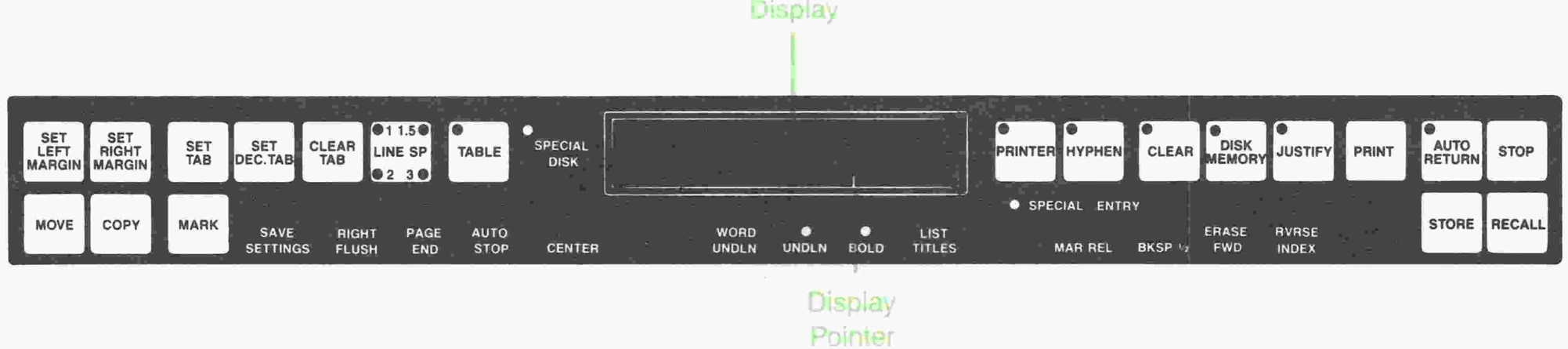
Follow the steps below to practice using the control panel switches. The switches you'll use are located at the left side of the control panel.

ACTION	RESULT
1 **PRESS** the center of firmly to set the left margin.	*Did you hear the beep? One beep lets you know the margin is set.*
2 **PRESS** the spacebar five times to move the carrier to the location where you'll set a tab.	

3. **PRESS** the center of SET TAB to set a tab. *One beep sounds to indicate the tab is set.*
4. **IF** you'd like to practice typing on the keyboard, type the letter shown on page 2, then continue with the training below.

The Display

The Memorywriter puts messages in the display when it needs to tell you something. At certain times, the display will show what you've typed. Up to 20 characters can be displayed at one time. You'll learn about this in the next section.



In this Manual, information that appears in the display will be shown like this: PLEASE WAIT

Note: If you see the message INSERT DISC 0 in the display now, simply press any key on the keyboard to remove the message.

Using the Reference Manual

The 630 Reference Manual contains step-by-step instructions for all of the features and procedures taught in this manual. Refer to the Reference Manual whenever you need help in performing a task or whenever you see a message or get a result you do not expect.

The "HOW TO" section of the manuals contain step by step instructions. The PROBLEM SOLVING section tells you what to do when you get unexpected results. The DISPLAY MESSAGES section explains messages.

1 **TURN** to page 115 in the Reference Manual to learn what the PLEASE WAIT message means.

Reviewing What You've Learned

- The ribbon, printwheel and correction tape should be installed before you use the typewriter. (Complete instructions are in the 630 Reference Manual.)
- The FEATURES keys are used with the keys that have green on or above them.
- To use any of the switches on the control panel, firmly press the center of the gray block.
- The red lights on the control panel indicate whether a feature is on or off.
- One beep indicates an action is completed. Two beeps indicate an action cannot be completed.
- The Memorywriter shows messages in the display. A list of messages is given in the 630 Reference Manual.

MORE THAN A TYPEWRITER

In this section, you'll learn about the Memorywriter's disks — the feature that makes the Memorywriter so special.

More than a Typewriter 7

What is a Disk? 7

Handling Disks 8

Preparing New Disks 9

Reviewing What You've Learned 11

More than a Typewriter

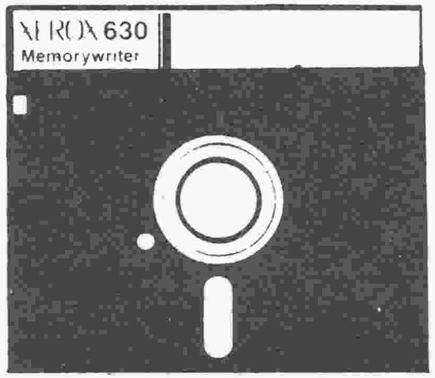
We have called the 630 Memorywriter "more than a typewriter." So, now we'll explain what the "more" is.

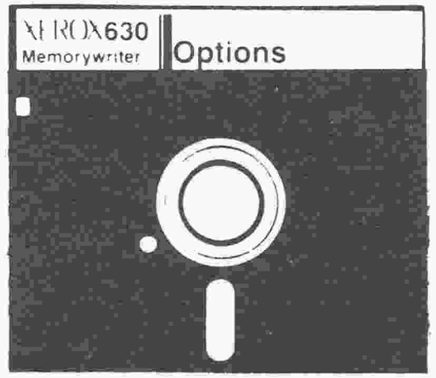
The disk!

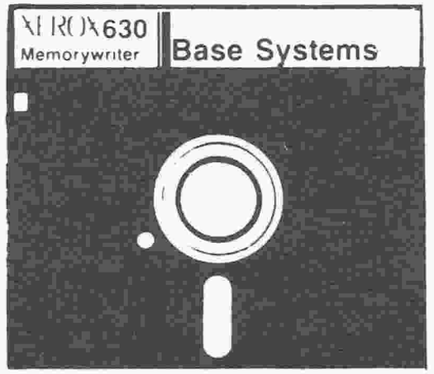
Disks are used in the Memorywriter to add extra features — automatic, time-saving features that "regular" typewriters don't have. That means that you can choose the features you want by using the right disk.

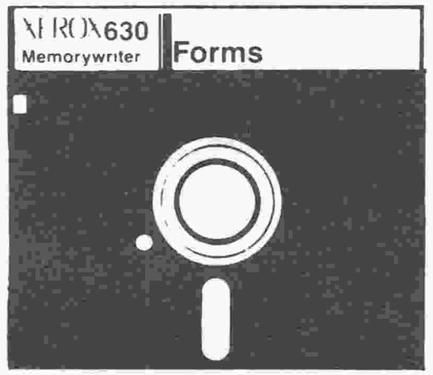
Disks are also used to record your typing. When you record your typing, you no longer have to worry about retyping when someone wants to make changes or when the originals get lost. All you do is recall the recorded typing, make any necessary changes, and print out a perfect copy.

With your Memorywriter you should have received disks labeled **Options, Base System,** and **Forms,** plus a blank disk (white label) you can use to record your typing.





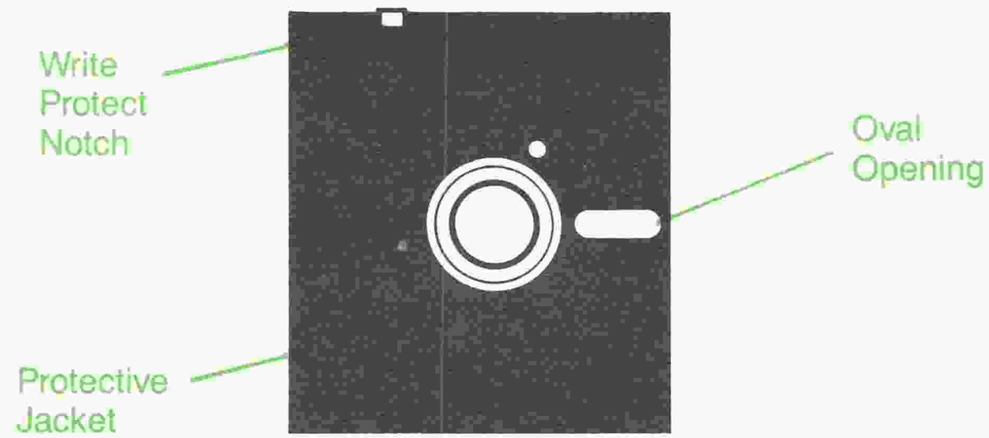




What is a disk?

Think of a disk as being similar to a phonograph record or a tape cassette. It can be used to record on and it can be used to "play back" recorded information.

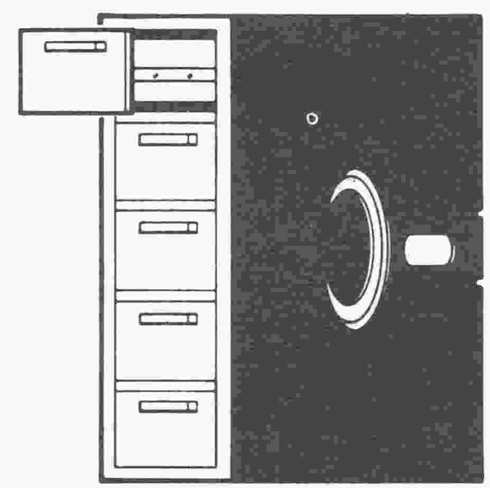
The disk is sealed in a protective jacket that should **never** be removed. The disk jacket has an oval opening used by the Memorywriter to read or record information.



The disk jacket also has a notch on the side. This notch is called the write protect notch. When this notch is covered with tape, the disk cannot be recorded (written) on or accidentally erased. Important disks can be protected by covering this notch.

The disks used for recording your typing will be referred to as "recording disks". Think of a recording disk as being like a filing cabinet. You file your typing on the disk, and then recall it later when you want it.

You'll need to purchase recording disks. If you or someone in your office has not done this, refer to the DISKS section of the Reference Manual for information about purchasing disks.



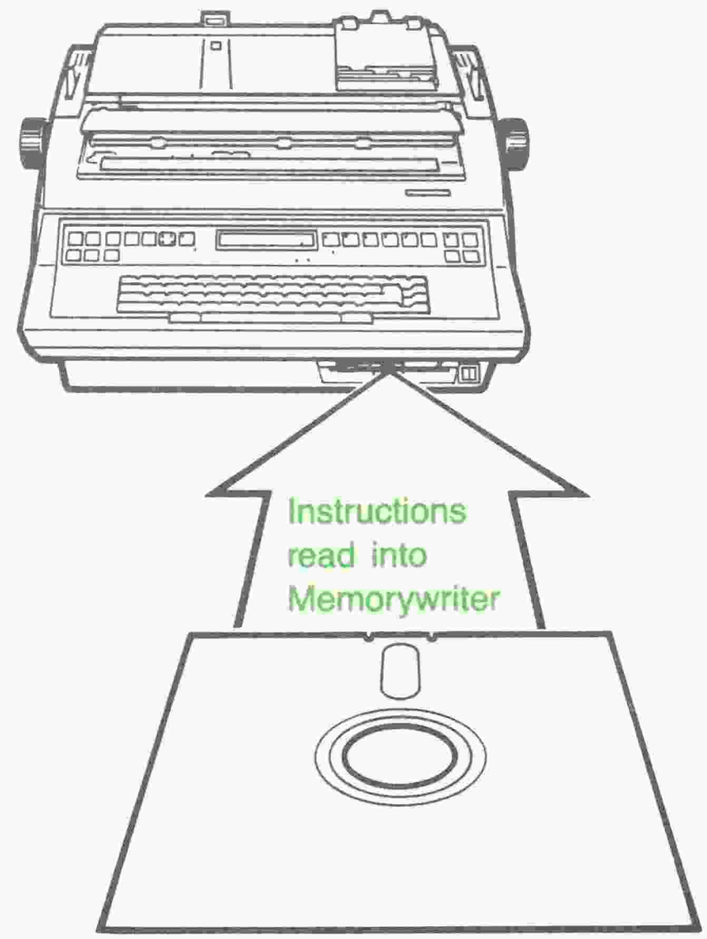
Recording disk is like a filing cabinet

What is a Disk — continued

In addition to recording disks, the Memorywriter uses prerecorded instruction disks. With your Memorywriter you should have received prerecorded disks marked: **Base System**, **Options** and **Forms**.

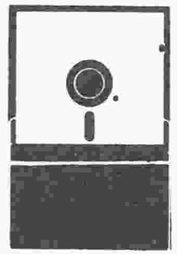
The Base System disk, Options disk and Forms disk contain instructions that tell the Memorywriter how to perform tasks. **Without these instruction disks, the Memorywriter is just like a "regular" typewriter. It's the information on the disks that tells it how to do special things.**

- **Base System** tasks are things you'll do everyday on the Memorywriter. Tasks such as automatically underlining a word, recording your typing on disk, or bringing the recorded typing back so you can make changes or correct errors.
- **Option** tasks are things you do less frequently, like copying information from one disk to another.
- **Forms** tasks are things you do when filling in preprinted forms. When you've finished this manual you can use the Forms manual to learn how to fill in forms.

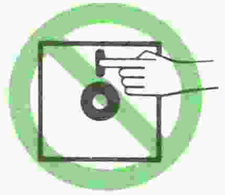


Handling Disks

Because disks are so important, it's a good idea to handle them carefully to protect them from damage. Things to remember are listed below. For more information about disks, see the DISKS section of the 630 Reference Manual.

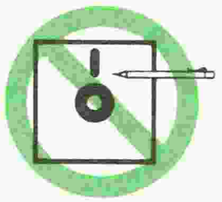


Store the disk in its envelope when you're not using it. Store disks in a safe place, away from excess heat and dampness.



Never touch the exposed area or allow it to become dirty. Dirt and natural oils from your fingers can permanently damage a disk.

Never place disks near magnets or magnetized paper clip holders, as this can erase the information on the disk.



Never write on the disk jacket. To label a disk, write on the label and then paste the label on the disk.

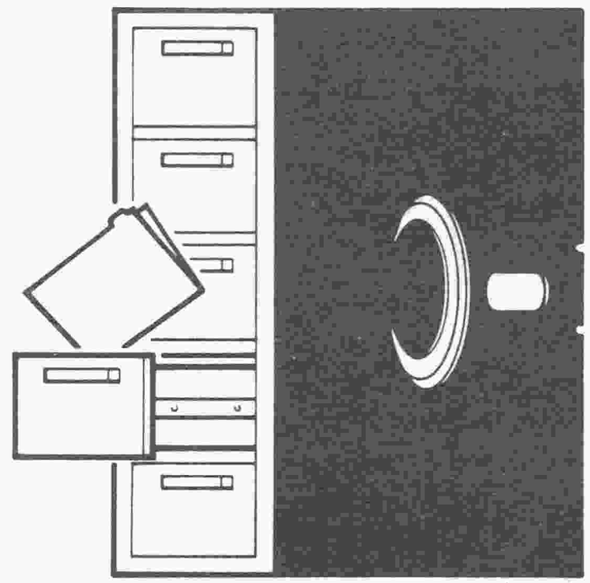
Always be sure the Memorywriter is turned on before you insert the disk. Also, be sure you remove disks before you turn off the Memorywriter.

Preparing Recording Disks

Before the Memorywriter can record on a disk, the disk must be prepared.

Think of the disk as a filing cabinet that holds your typing. Then think of preparing the recording disk as putting empty folders in the filing cabinet and labels on the drawers. Without this preparation, the Memorywriter wouldn't be able to file your typing or find it again later.

The Options disk contains the instructions used to prepare new recording disks. The Memorywriter will read these instructions when you insert the Options disk. This is called "loading" the disk.



A new disk must be "prepared" before it can be used.

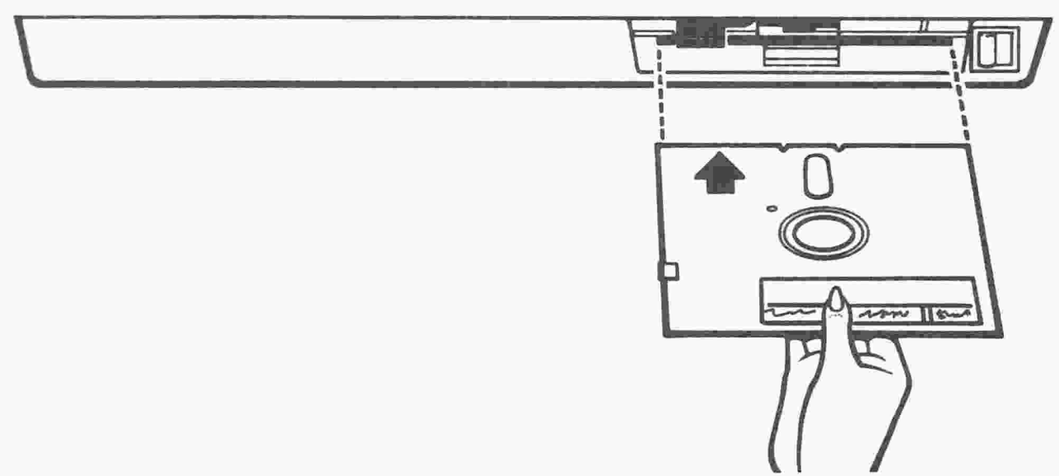
The steps below and on the next page will take you through preparing a disk.

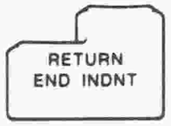
Before you start the steps below, be sure you have the Memorywriter's Options disk, (blue label) and either the white label disk that came with the Memorywriter or a new disk or used disk that can be erased. (Preparing a disk will erase everything that's recorded on the disk if someone has already used it for recording.)

ACTION

1. **TURN ON** the Memorywriter, if it is not already on.
2. **CHECK** to be sure the latch over the disk slot is turned up and to the left so it does not cover the slot.
3. **CHECK** to be sure there is not another disk in the slot.
4. **HOLD** the Options disk (blue label) with the label up and the arrow pointing toward the Memorywriter.
5. **SLIDE** the disk gently but firmly all the way into the disk slot.
6. **CONTINUE** on the next page.

RESULT



ACTION	RESULT
7 **CLOSE** the latch by pressing down and to the right.	PLEASE WAIT *appears in the display as the Memorywriter reads the disk. Then* D, P, -V *and numbers appear.*
8 **WAIT** for the ENTER OPTION message.	ENTER OPTION #: *appears in the display after a few moments. Because the Options disk contains instructions for different options, the Memorywriter is asking which one you want. The option number for preparing a new disk is "1".*
9 **PRESS** (number one key) to select the "prepare" option.	PLEASE WAIT *and* PREPARE DISK? *appear in the display, asking if you want to prepare a new disk.* **Note:** *If you get the message* INSERT DISK Ø *the shift lock was down when you typed the number 1. Release the shift lock, open and close the disk latch, and repeat the above steps.*
10 **PRESS**  to answer "yes" to the question in the display.	INSERT DISK *appears in the display to tell you it's time to insert the new disk.*

11 **OPEN** the disk slot latch, remove the Options disk and place it back in its protective envelope.

This makes room in the disk slot for another disk.

12 **CHECK** the disk you'll be preparing to be sure the disk's write protect notch does not have tape on it. (See page 7.)

The disk can only be recorded on when the tape is removed.

13 **INSERT** the new disk in the disk slot and close the latch.

PLEASE WAIT *appears in the display while the disk is being prepared. This takes a few minutes.*

A beep sounds and INSERT DISK *appears in the display after the disk has been prepared.*

14 **REMOVE** the prepared disk. If you have another new disk, you can insert the disk and prepare it, repeating step 12.

15 **PRESS** STOP

ENTER OPTION #: *appears in the display, asking if you'd like to select another option.*

16 **LEAVE** the ENTER OPTION # message in the display and continue with the training.

Now your new disk is ready to record your typing. If you have a box of new disks, it's a good idea to prepare all of them at once. That way, you won't have to remember which are prepared and which aren't.

Reviewing What You've Learned

- The 630 Memorywriter uses disks to record typing and to get instructions that tell it how to perform special tasks.
- Instruction disks (like Base System and Options) are read into the Memorywriter and then removed. The instructions will stay in the Memorywriter until the Memorywriter is turned off or another instruction disk is inserted.
- The Memorywriter uses disks you purchase to record your typing. These disks must be prepared before you can record on them.
- The Option to prepare a disk is number 1.
- Preparing a disk will erase everything on the disk if it was previously used for typing.
- The disk has a write protect notch that must not be covered with tape when you are recording on the disk.
- Disks should be handled carefully to avoid damaging them. Keep fingers off the exposed areas; keep disks away from heat, dirt, and magnets; and store disks in their protective envelopes.

RECORDING YOUR TYPING

In this section, you'll learn how to record your typing on a disk. You'll also learn how to use one of the Memorywriter's time-saving features for typing paragraphs.

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Inserting the Recording Disk 13

Recording Your Typing 14

Storing Your Typing 15

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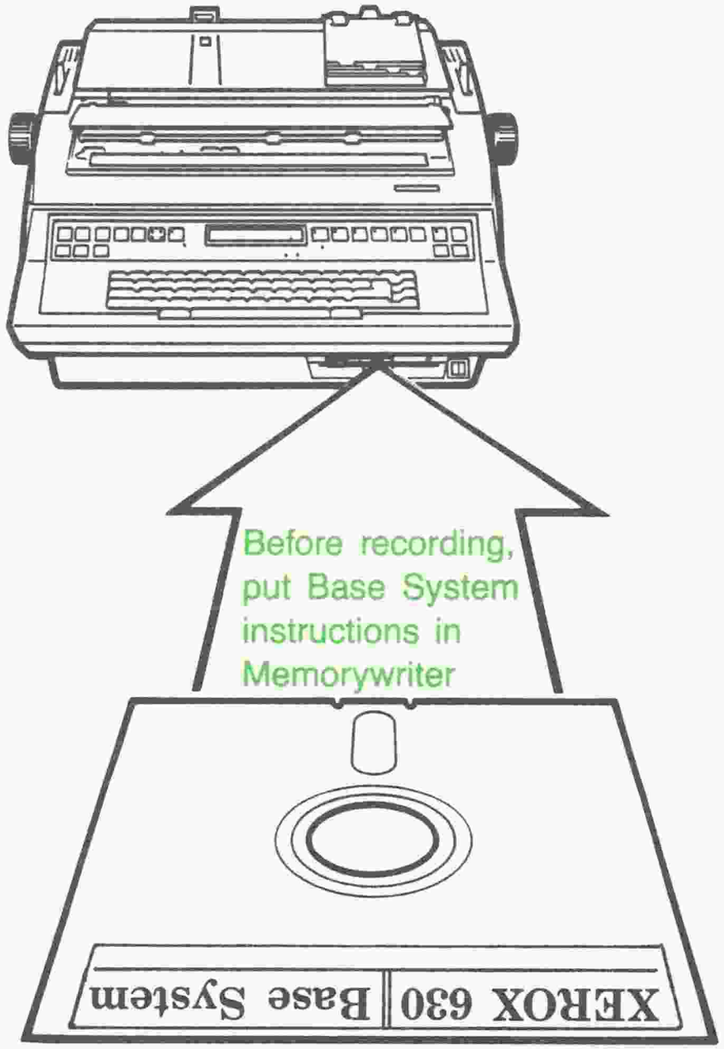
Getting Ready to Record on Disk

There are a few steps you'll need to do to prepare the Memorywriter to record typing. The Base System disk contains the instructions that the Memorywriter uses for recording your typing. You'll need to put these instructions in the Memorywriter before you put the recording disk in.

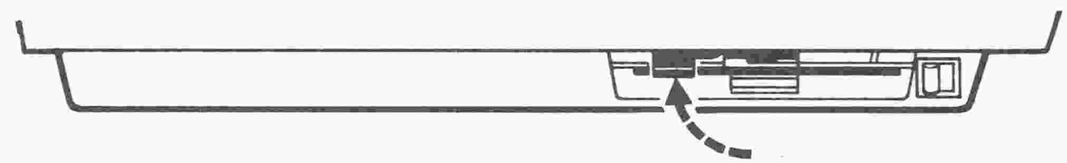
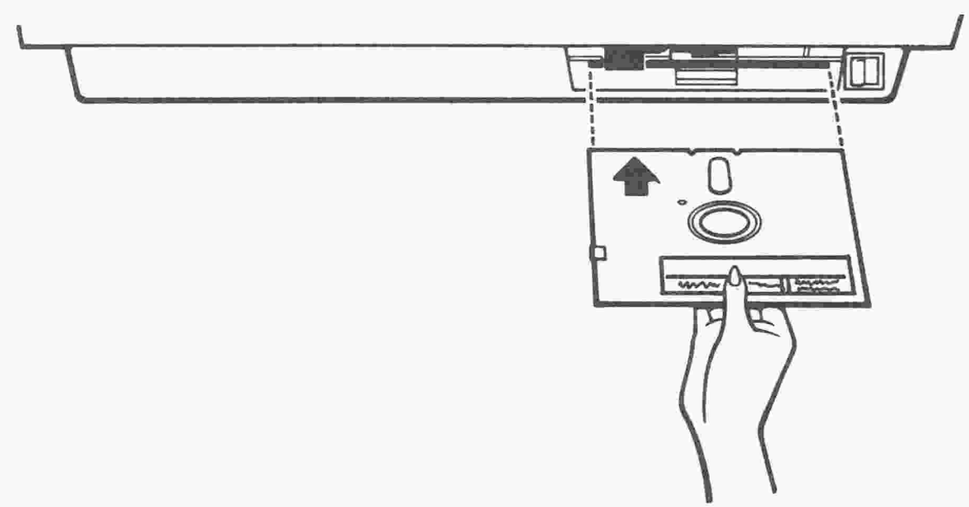
When the Base System disk is inserted in the Memorywriter, the Memorywriter will read the instructions from the disk. Once the Memorywriter has read (loaded) this information, the disk can be removed from the typewriter. These instructions will remain in the Memorywriter until it is turned off or another instruction disk is read.

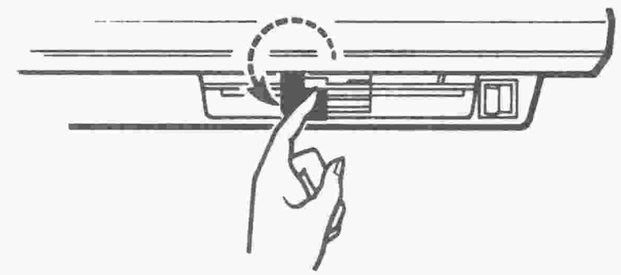


It is suggested that at the start of each day you insert your Base System disk when you turn on the Memorywriter. After the instructions have been read, you can put the Base System disk away and leave the Memorywriter turned on for the day. (Leave the dust cover off while the typewriter is turned on.)

Before you begin, be sure you have the disk labeled Base System (green label) and the recording disk prepared on page 9. New disks must be prepared before you can record on them.

The following steps will take you through loading the Base System instructions into the Memorywriter.

ACTION	RESULT
1 **TURN ON** the Memorywriter, if it is not already on.	*(If you're continuing from the Preparing Disk exercise, the* ENTER OPTION #: *message will still be in the display.)*
2 **CHECK** to be sure the latch over the disk slot is to the upper left so it does not cover the door.	
3 **CHECK** to be sure there is not another disk in the slot.	
4 **HOLD** the Base System disk (which has a green label) with the label up and the arrow pointing toward the Memorywriter.	
5 **SLIDE** the disk gently but firmly all the way into the disk slot.	
6 **CONTINUE** on the next page.	

ACTION	RESULT
7 **CLOSE** the disk slot latch by pressing down and to the right.	 *All the Control Panel lights go on, the carrier moves to the left and a beep sounds.* PLEASE WAIT *appears in the display as the Memorywriter reads (loads) the disk. This takes about 30 seconds.* B.T.-V *and numbers appear in the display when the instructions have been read.*
8 **WAIT** for the B.T.-V message to appear in the display.	*This indicates the Base System instructions are in the typewriter.*
9 **OPEN** the disk slot latch, remove the Base System disk and place it back in its envelope.	

The Base System instructions will be remembered by the Memorywriter until you turn it off or insert another instruction disk.

Inserting the Recording Disk

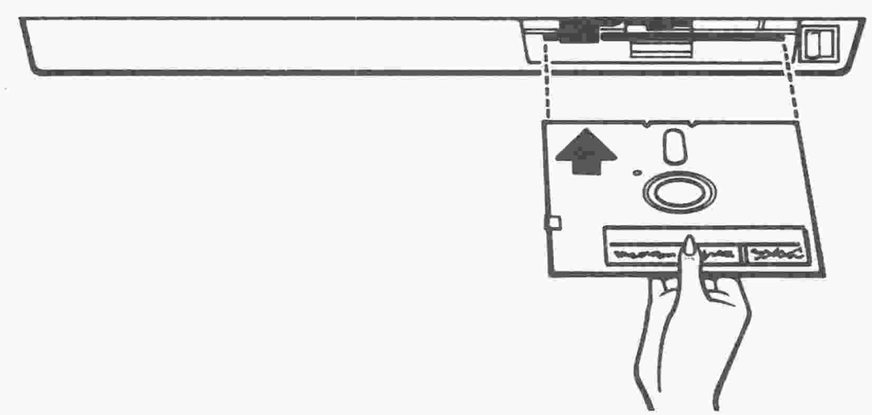
When the Memorywriter has read the Base System instructions, you are ready to insert the recording disk. The recording disk is where your typing will be stored (filed). The steps below will take you through the process of inserting a recording disk.

Use the recording disk you prepared on page 9.

ACTION

1. **CHECK** that the disk's write protect notch does not have tape on it so the disk can be recorded on. (Illustration on page 7.)
2. **HOLD** the recording disk with the label up and the arrow pointing toward the Memorywriter.
3. **SLIDE** the disk all the way into the disk slot and close the latch.

RESULT



PLEASE WAIT *appears in the display as the Memorywriter checks the disk. When the display goes blank, the Memorywriter is ready for you to start recording.*

If you see the message CHECK DISK *remove the disk and be sure you correctly insert it as shown above. If you see the* READ ERROR *message you will need to prepare the disk, using the steps on page 9.*

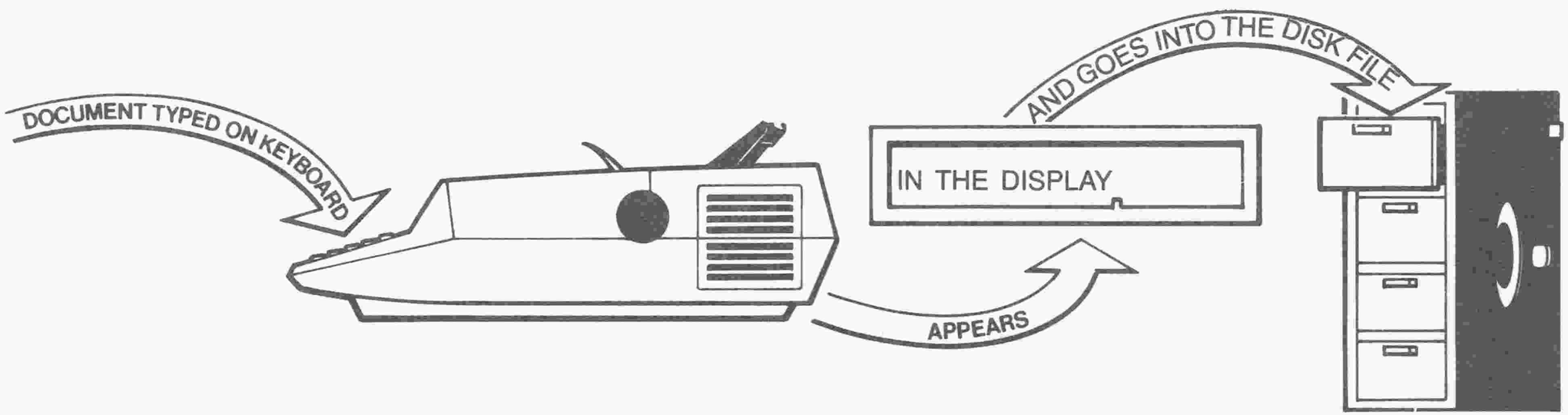
Recording your Typing

So far you've put the Base System instructions in the Memorywriter and then inserted the recording disk. The recording disk must be in the Memorywriter while you record typing.

To record on the disk, simply press the DISK MEMORY switch on the control panel. This signals the Memorywriter that typing is to be recorded. When this switch in **off,** you can type on the Memorywriter without recording on disk.

When recording on disk, everything you type will be recorded in **exactly the order you type it.** The Memorywriter will remember everything...Each character you type will be remembered, along with the spaces, punctuation and carrier returns. The Memorywriter will even remember what margins and tabs you used for your typing!

To help you see what's being recorded, everything you type will also show in the display to the left of the display pointer.



Along with the typed characters, you'll see symbols in the display. Each of the display symbols is a command to the Memorywriter to do what you told it when you first typed the document.

For example, a carrier return symbol will appear each time you press the RETURN key.

And a settings block symbol will appear at the beginning of the typing to show that the Memorywriter has recorded the margins, tabs and line spacing.

Later on you'll learn to set new margins and tabs. For now you can use the standard margins set in the Memorywriter by the Base Systems disk. (Detailed information about the standard margins is given in the Reference Manual.)

In the steps on the next page you'll tell the Memorywriter that you want to record on disk by turning on the DISK MEMORY switch on the right side of the control panel. Turning on DISK MEMORY also turns on the display, so you can see what is being recorded.

Note: When recording a document, it's **very** important to remember to use the RETURN key to advance the paper. If you manually roll the platen using the platen knob, this action will **not** be recorded in the document.

Recording Your Typing — continued

If you make a mistake while typing, press the ERASE key to erase it, then type the correct character.

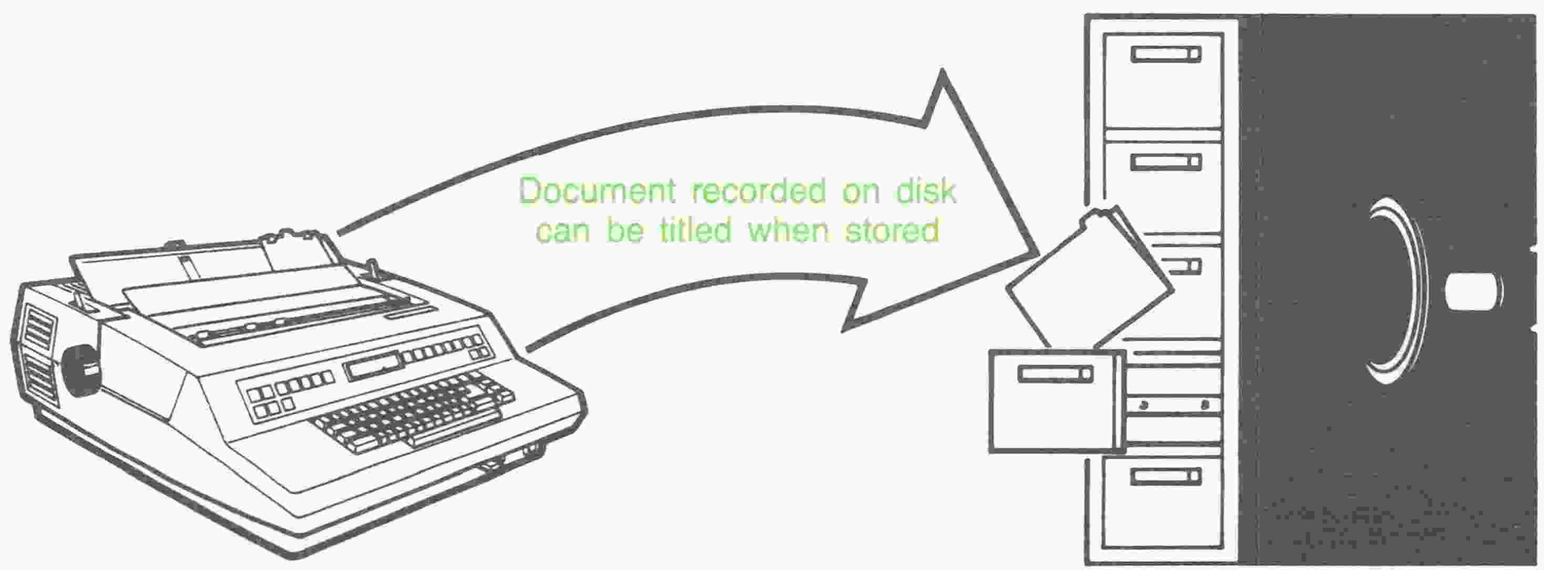
ACTION	RESULT
1 **BE SURE** you have paper in the typewriter.	
2 **PRESS** the center of DISK MEMORY	PLEASE WAIT *appears in the display and the* DISK MEMORY *switch light turns on.* *When a settings block symbol appears in the display, you are ready to record on the disk.* **Note:** *If* CHECK DISK *appears in the display, check to be sure the recording disk has been inserted correctly.*
3 **TYPE** your name and address.	*Each character is displayed as you type it. Typed spaces show as spaces in the display and each return is shown by a return symbol .*
4 **IF** you make a mistake, press to erase it, then type the correct character.	*Each time you press the* ERASE *key, it will erase one character from the display and from the paper.* **Note:** *If you need to erase several characters in a row,* hold down *the* ERASE *key until they've been erased. If you "hit" the* ERASE *key several times rather than hold it down, it remembers the number of times the key was hit and erases an equal number of characters.*

Storing Your Typing

The Memorywriter records your document as you type it. Storing a document removes the document from the display and creates another "empty" document for your next typing job. If your forget to store a document, it won't be completely lost (the most you can lose is the last 250 characters). And, if you remember to turn DISK MEMORY off before you take out the disk and turn off the Memorywriter, you won't lose any characters!

Each recording disk can hold up to 69 pages of typing, so it's important to store each document after you type it. A "document" can be a letter, a report, a list of names and addresses, or anything else you type. And each document can be more than one page in length. By storing documents separately, you can easily find them again when you need them.

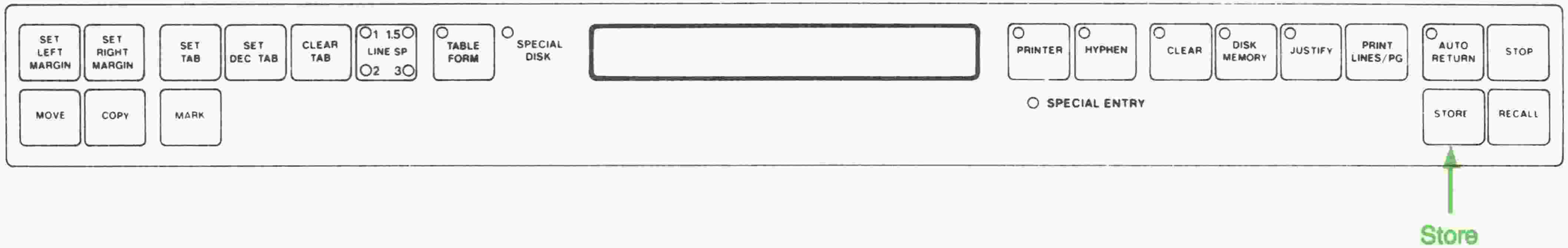
The Memorywriter automatically stores each document under a number. When you store a document, you can also type in a title (name) to make it easier to find again. Storing a document is like filing it in a filing cabinet. When you put a title on the document, it makes it easier to find again.



Storing your Typing — continued

Follow the instructions below to store the document you just typed. For practice purposes, you'll give the document a title so that it'll be easier to find in the "disk filing cabinet." Titles can be one to ten characters long without any spaces between the characters. Numbers, letters and punctuation can be used in the title.

The STORE switch on the control panel is used to store documents on disk. Be sure you look at the display while you're storing the document to see the messages.



ACTION

1 **PRESS** to begin storing the document.

RESULT

#/TITLE:ØØ1/ *appears in the display and the* SPECIAL ENTRY *light turns on. The display shows the number that the document will be stored under after the word* TITLE:

Note: *If your disk has other documents recorded on it, your display will show a number other than* ØØ1..

2 **TYPE** the word **address** to give the document a title in addition to the number.

The title appears in the display, but nothing prints on the paper. #/TITLE:ØØ1/address

Note: *If you did not want to title the document, you'd simply skip this step.*

3 **PRESS** STORE again to finish storing the document.

PLEASE WAIT *appears in the display as the document is stored away and the* SPECIAL ENTRY *light turns off.*

A beep sounds and a settings block *appears in the display to indicate the beginning of a new "empty" document for your next typing job.*

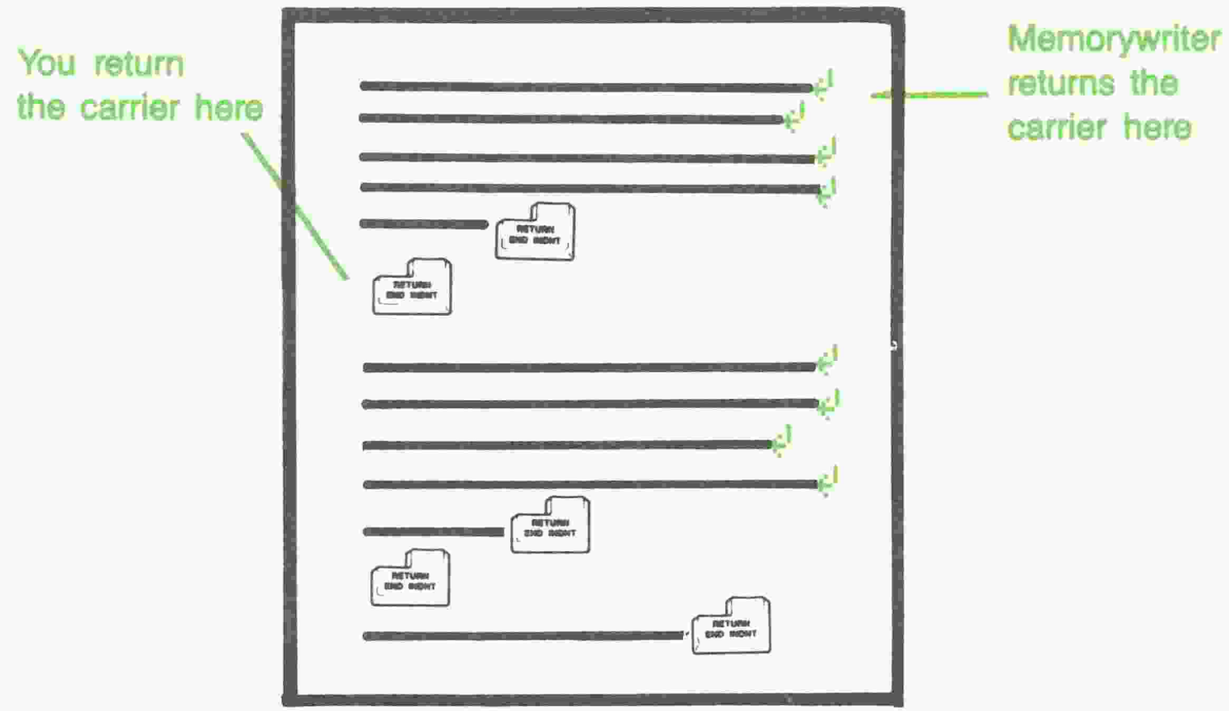
4 **NOTICE** that a new "empty" document appears in the display.

The 630 Reference Manual contains step-by-step instructions that you can refer to when you need help. To become familiar with the Reference Manual,

5 **LOOK** at the steps for STORING DOCUMENTS on page 79 of the Reference Manual.

Typing Paragraphs

The AUTO RETURN feature will return the carrier when your typing nears the right margin, so you don't have to worry about typing past the margin. The only time you need to touch the RETURN key is at the end of short lines and at the end of paragraphs.



Later in the training, you'll learn that the Memorywriter can adjust the line lengths of your typing when you change margins or make editing changes in a recorded document. To be sure this adjustment can be done correctly, you must use AUTO RETURN whenever you type paragraphs.

The steps below will give you a chance to use AUTO RETURN. The AUTO RETURN switch is located on the right side of the control panel. As you type, you'll hear a beep when your typing is about six spaces from the right margin. However, do not press RETURN; let the Memorywriter do it for you. (If you should accidentally press RETURN in the middle of a paragraph, simply press the ERASE key .)

So that your typing will be recorded on disk, be sure DISK MEMORY is turned on and the settings block is in the display. (If you see the message INSERT DISK 0 when you press DISK MEMORY, it means the Base System instructions are not in the Memorywriter. You'll need to load the Base System disk into the Memorywriter, then reinsert your recording disk and turn on DISK MEMORY.)

ACTION	RESULT
1 **PRESS** AUTO RETURN to turn on the auto return feature.	*The* AUTO RETURN *light goes on.*
2 **TYPE** the paragraph shown below, letting the Memorywriter return the carrier for you. (Don't worry about your line endings being the same as shown in the example.)	*The carrier returns automatically when you type a space near the right margin. Notice the symbol for an auto return ↵ shows in the display when the carrier is returned.*

```
The woods in the springtime are beautiful to behold. Adorned with
flowers and newly budded green leaves, the woods bring to mind that life
is often full of beauty and pleasure. Even the bird's songs sound
happier in the spring!
```

ACTION	RESULT
3 **PRESS** RETURN END INDNT to end the paragraph.	*The symbol for a "required" return shows in the display.*
4 **PRESS** RETURN END INDNT again to separate the paragraphs.	*The display shows two "required" returns.* n the spring!
5 **TYPE** the paragraph below, letting the Memorywriter return the carrier.	*Your line endings may be different from those in the example. This is normal, as line endings vary with the pitch and margins used.*

```
Next spring why not take time to go for a walk in the woods?
Depending on where you live, this may be easily arranged or require
some effort. However, seeing the woods in spring is an experience
well worth the time and effort it takes.
```

6 **END** the paragraph by pressing RETURN END INDNT .

(Do not continue to press RETURN to advance the paper out of the typewriter as these returns will be recorded in the document.)

Did you look at the display and notice the difference between the auto return ↵ inserted by the Memorywriter and the required return ↵ you typed? This is an example of how the display shows exactly what is recorded in a document.

Now that you know about auto returns, you can store this document on disk. Later you'll recall it from the disk and use it again.

ACTION	RESULT
1 **PRESS** STORE to begin storing the document.	*The* SPECIAL ENTRY *light on the control panel turns on and the display shows the number for the document after the message:* #/TITLE:
2 **TYPE** the word **perfection** to give the document a title in addition to the number.	*The title appears in the display, following the slash after the number:* #/TITLE:ØØ2/perfection **Note:** *the number of your document may be different if other things have been recorded on the disk.*
3 **PRESS** STORE again to finish storing the document.	PLEASE WAIT *appears in the display as the document is stored and the* SPECIAL ENTRY *light turns off.* *A beep sounds and a setting block appears in the display to indicate the beginning of a new empty document for your next typing job.*

Note: When you've finished recording all your documents on disk, you should turn off DISK MEMORY by pressing the switch. Then you can turn the Memorywriter off, or continue to use it as a "regular" typewriter.

Last Thing at Night

It's best to leave the Memorywriter turned on all day, as this will keep the Base System instructions loaded. Before turning the Memorywriter off at the end of the day, be sure you turn off the DISK MEMORY switch and remove your disk.

Follow the steps below to practice turning the Memorywriter off.

ACTION	RESULT
1 **TURN** off DISK MEMORY	*The light on the* DISK MEMORY *switch goes off.*
2 **REMOVE** your recording disk, slip it into a protective envelope and put it away in a safe place.	
3 **TURN** off the Memorywriter using the switch on the lower right front corner.	

Getting Started in the Morning

When the Memorywriter is turned on in the morning, load the Base System instruction disk before inserting your recording disk. You can then leave the Memorywriter on all day. (It is not necessary to prepare your recording disk each day. Once a disk has been prepared it will stay prepared.)

ACTION	RESULT
1 **TURN** on the Memorywriter using the switch on the lower right front corner.	*The Memorywriter goes through a self-test.*
2 **INSERT** the Base System disk and close the disk slot latch.	*When* B.T.-V. *appears in the display, the instructions from the disk have been loaded.*
3 **WHEN** the B.T.-V. message appears, remove the Base System disk and put it away.	
4 **INSERT** your recording disk and close the disk slot latch. (It is not necessary to prepare the recording disk again — once is enough.)	PLEASE WAIT *appears; when the display goes blank, you are ready to begin recording.*

Reviewing What You've Learned

- Preparing to record documents on disk is as easy as 1, 2, 3:
  1. Load the Base System instructions into the Memorywriter
  2. Remove the Base System disk and insert a prepared recording disk
  3. Turn on the DISK MEMORY switch
- Once the Base System instructions are in the Memorywriter, they'll stay there until the Memorywriter is turned off or another instruction disk (like the Options disk) is inserted.
- Everything typed will be recorded in the document and shown in the display.

  is the setting block symbol for margins and tabs

  is the required return symbol for returns typed from the keyboard

  is the auto return symbol for auto returns put in by the Memorywriter
- When typing paragraphs, the AUTO RETURN switch should be turned on. The Memorywriter will return the carrier automatically when a space is typed near the right margin. You should only type a return at the end of paragraphs or short lines.
- When you've finished typing a document, store it on disk so you can begin the next document.
- The Memorywriter will automatically give the document a number. You may also give it a title when you store it.
- **Always** turn off DISK MEMORY, by pressing the switch, before you remove the recording disk or turn off the Memorywriter.

WHAT A MEMORY!

In this section, you'll learn how to recall your recorded documents, print them and look at them in the display. You'll also learn to record a document without printing it and how to print a list of everything recorded on the disk.

Keeping Track of Recorded Documents 21

Recalling a Document 22

Printing a Document 23

Moving a Document Through the Display 24

Moving to the Beginning and End of a Document 25

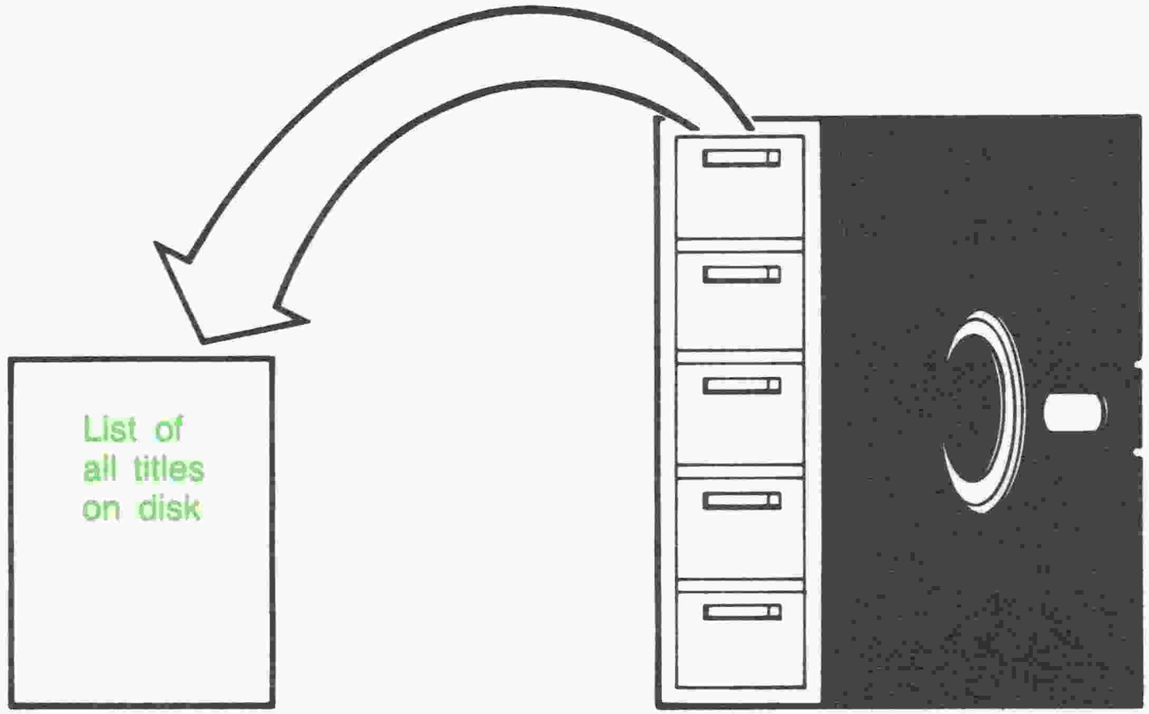
Typing Without the Printer 26

Reviewing What You've Learned 27

Keeping Track of Recorded Documents

You've learned a lot about the Memorywriter's features for recording. And you've learned that a disk can hold a number of documents. Now you may be wondering how you're going to remember what you've recorded and, which disk you've recorded it on. Once again, the Memorywriter has the solution!

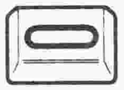
Notice the zero key has the green label LIST TITLES over it. With a simple command from you, the Memorywriter will print out a list of all the documents stored on a disk. The list will show you each document's number and title, and how many more pages of typing will fit on the disk.



It's a good idea to print a list of the documents on a disk when you finish using it. Then slip the list into the envelope with the disk so you can quickly find it later on.

Note: *If you see the message* INSERT DISK Ø, *you'll need to reload the Base System disk, then reinsert your recording disk.*

ACTION

1 **HOLD** down  and press to print a list of the titles on the disk.

RESULT

A list of all documents stored on disk prints out. The last item on the list shows you how many characters are left for storing phrases (to be explained later).

```
 BASE SYSTEM
----------------------
 001/address
 002/perfection
*003/
----------------------
 067-068 PAGES LEFT
----------------------
----------------------
 4000 CHARACTERS LEFT
```

document number assigned by Memorywriter

document title (if a title was given)

*indicates number of document currently in display if DISK MEMORY is on

pages remaining on disk for recording documents

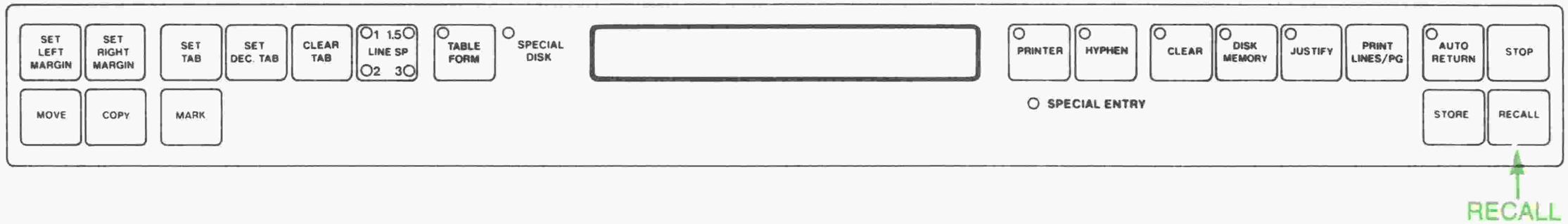
number of characters for stored phrases and settings (explained later in training)"

It's very important to check the number of pages remaining on a disk. When a disk is nearly full (4-6 pages left), you should put it aside and record any new documents on another disk. A "page" is about 2000 characters, which means that a **full** page of typing may use more than one page of disk space. The document numbers may not always be in order and some numbers may be missing. This is normal.

Recalling a Document

The real benefit of storing documents on disk is, of course, being able to recall them so you can print them, add or erase text, or change margins. The list of things you can do goes on and on.

Recalling a document is really very simple. You know that documents are stored (filed) on disk by number and title So, to recall a document, you simply use the RECALL switch on the control panel and the document's number or title.



Follow the steps below to recall the name and address document you typed and stored under the title "address"

Before you try to recall the document, be sure the recording disk is in the Memorywriter.

ACTION	RESULT
1 **PRESS** RECALL to start recalling the document.	#/TITLE? *appears in the display and the* SPECIAL ENTRY *light turns on. The Memorywriter is asking for the title or number of the document to be recalled.*

2. **TYPE** the word **address** (for the title of the document).

3. **PRESS** RECALL to finish recalling the document.

#/TITLE?address *shows in the display as the title of the document you're recalling.*

PLEASE WAIT *appears momentarily and the* SPECIAL ENTRY *light goes off. When the Memorywriter locates the document and recalls it, you'll see a settings block and the beginning of the document.*

Note: *If the title is typed incorrectly or the document is not on the recording disk, you'll hear two beeps and see the message* NOT FOUND. *You may want to print a list of the titles on the disk and then repeat the recall procedure by typing the title* **exactly** *as it was recorded.*

In the steps above, you recalled a document by typing its title. You can also recall a document by typing its number. For example, if the document has number 001 on the List Title print out, you can recall it by simply typing the number "1".

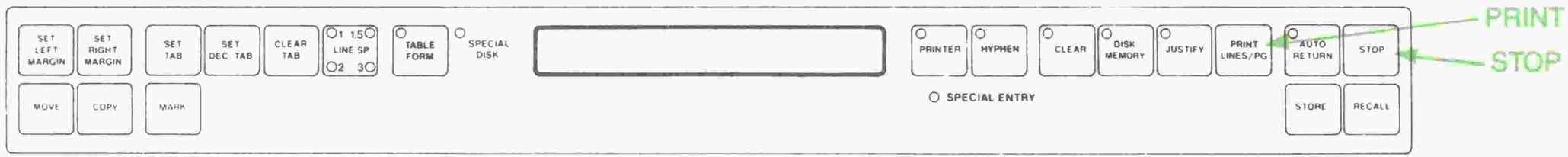
The steps for recalling a document are also listed in the 630 Reference Manual.

4. **LOOK** at the steps for RECALLING A DOCUMENT on page 71 of the Reference Manual.

Printing a Document

Did you ever have to retype a document because the original was lost, or because someone spilled coffee on it?

Well, the Memorywriter has a solution for that problem! You can print as many copies as you need of any copies recorded on disk. Simply recall the document and use the PRINT switch on the right side of the control panel to print it.



Follow the steps below to print the "address" document you just recalled. When the document has printed, it can be stored again.

ACTION	RESULT
1 **INSERT** paper in the typewriter.	
2 **PRESS** PRINT LINES PG to print the document.	The document prints out. When printing is finished, you'll see the end of the document in the display.

When a stored document has been recalled to the display, the STORE switch is used to remove it from the display. It is not necessary to type a title again.

3 **PRESS** STORE twice to store the document again. (It is not necessary to type a title when you store the document for the second time.)

The document is removed from the display and a new "empty" document shows in the display.

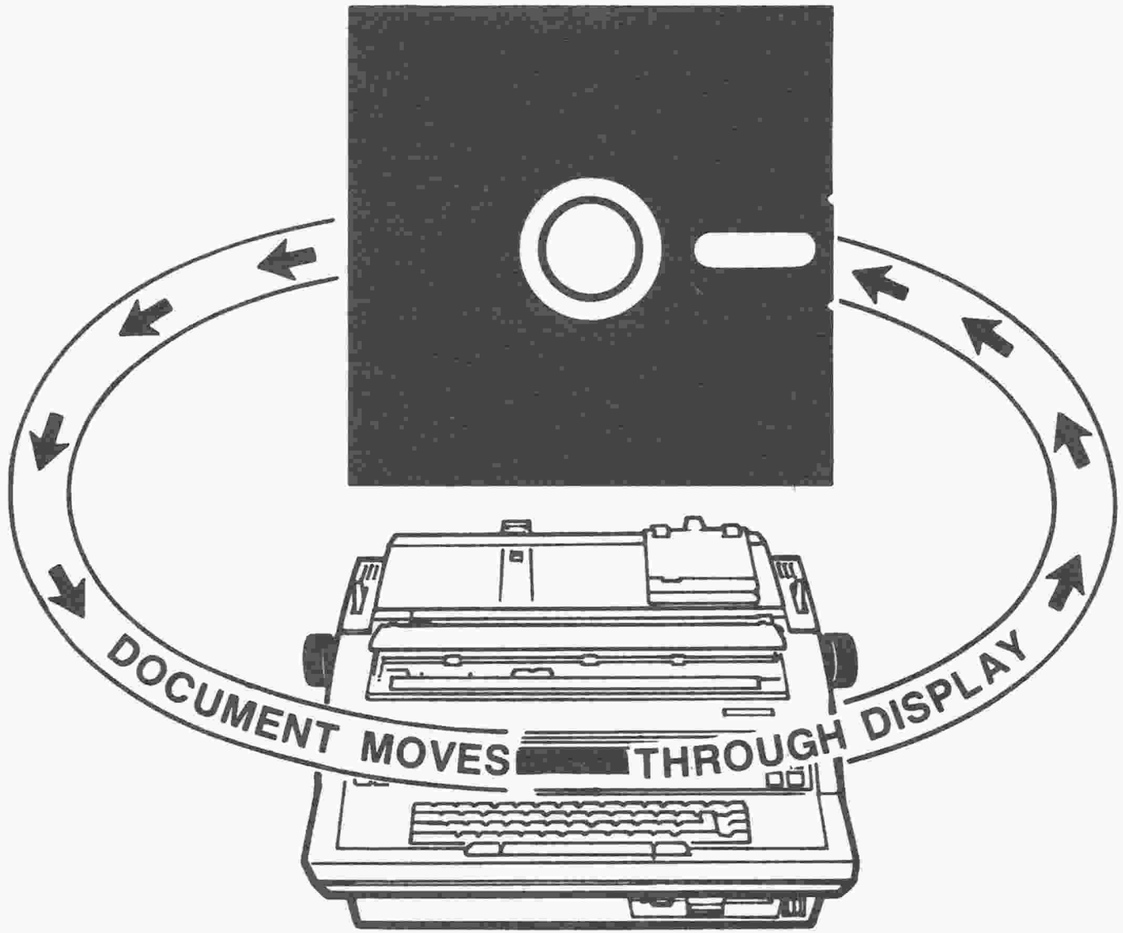
Note: If you need to stop a document from printing, simply press the STOP switch on the control panel. Pressing the PRINT switch again will start the document printing again.

If you'd like more practice recalling and printing documents, repeat the steps to recall and print the "address" document again. You may wish to practice pressing STOP to stop printing.

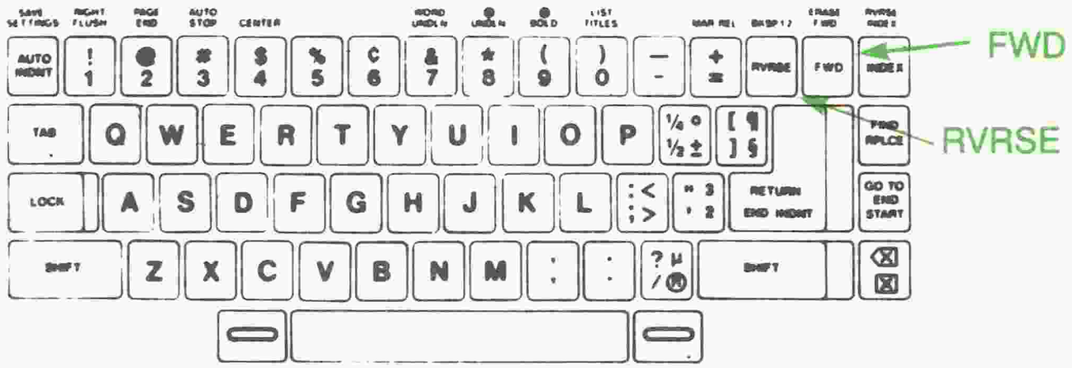
Moving a Document Through the Display

You've just seen how easy it is to recall a document and print it. There may be times when you want to recall a document and look at it in the display, without printing it.

When you look at a document in the display, you'll see all the typed characters, spaces and symbols recorded in the documents. At the beginning of the document, you'll see the settings block and at the end you'll see the last characters. In between, you'll see everything recorded in the document moving through the display as though it were one long line of characters.



Characters are moved forward through the display by pressing the FWD key. Characters can be moved backward by pressing the RVRSE key.



Follow the steps below to recall and look at the document you typed earlier and stored under the title "perfection."

Before you try to recall the document, be sure the recording disk is in the Memorywriter. The exercise will begin by printing the characters as they move through the display, so be sure you have paper in the typewriter.

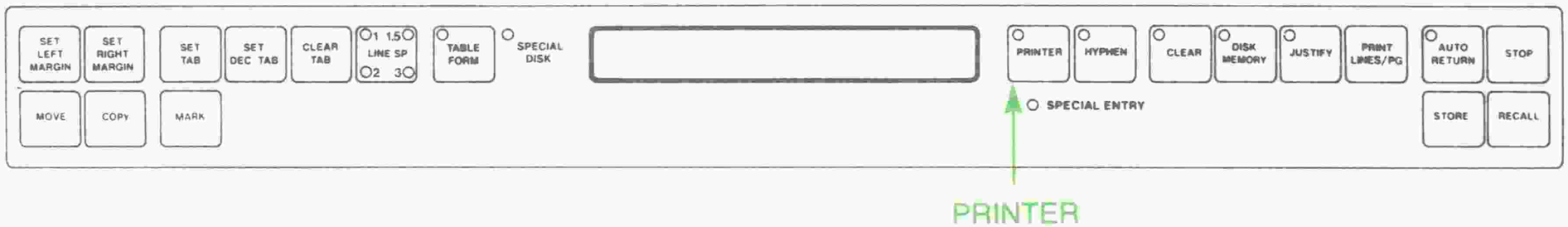
ACTION	RESULT
1 **RECALL** the document as follows: — Press RECALL — Type the title **perfection** — Press RECALL again	*Notice the settings block is to the left of the display pointer and the first word of the document is to the right.* ≡ The w
2 **PRESS** FWD several times to move forward through the document.	*The text moves past the display pointer one character at a time. The characters also print on paper if the* PRINTER *switch is on.*
3 **HOLD** down FWD to move through the text more quickly.	

Moving a Document Through the Display — continued

You've just learned how to print and look at a document a few characters at a time. You can also look at the characters in the document without printing them.

The PRINTER switch

(do not confuse it with the PRINT switch) on the right side of the control panel is used to turn the Memorywriter's typing mechanism off. This allows you to move characters through the display without printing them. Always turn off PRINTER when using RVRSE.



ACTION	RESULT
1 **PRESS** to turn off the printer.	*The* PRINTER *switch light goes off.*
2 **PRESS** to move characters through the display.	*The characters move forward through the display but do not print.*
3 **PRESS** to move characters back through the display.	*The text reverses through the display one character at a time.*

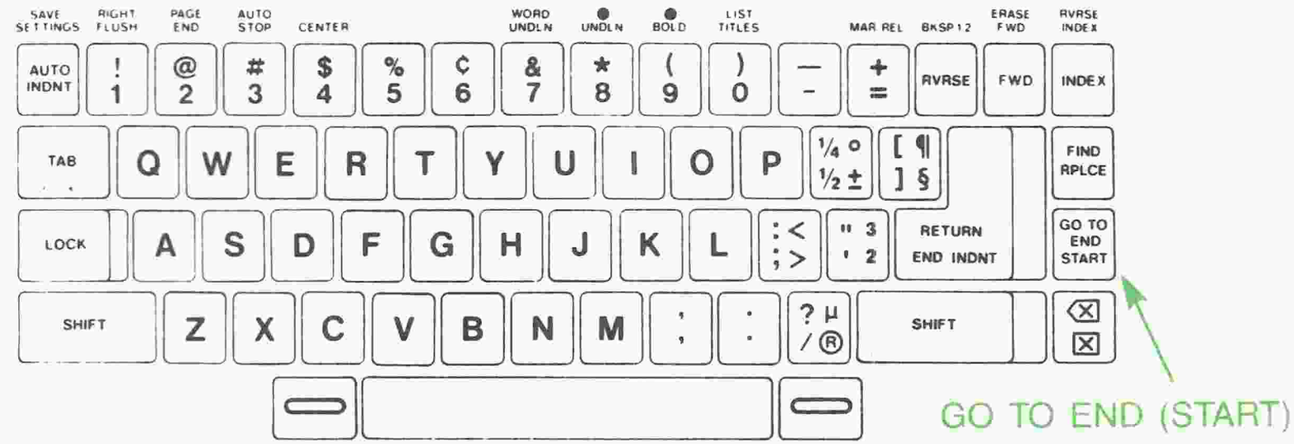
Note: The RVRSE key reverses the keystrokes already typed. If you want to backspace the printer rather than reverse text through the display, you'll need to hold down while you press . (See page 100.)

Moving to the Beginning and End of a Document

The Memorywriter has another key to help move through a document.

It's the GO TO END (START) key

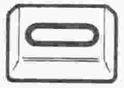
. As you no doubt guessed, this key is used to quickly get to the end or the beginning of a document.



ACTION

1. **PRESS**

to quickly move to the end of the document.

2. **HOLD** down  and press

to move to the beginning of the document.

3. **STORE** the document by pressing

twice.

RESULT

PLEASE WAIT *appears as the Memorywriter moves to the end of the document. Then the end of the document is displayed to the left of the pointer.*

ffort it takes.

PLEASE WAIT *appears as the Memorywriter moves to the start of the document. Then a beep sound and the beginning of the document is displayed.* The w

The printer will move to the **left** *margin if it is not currently there.*

Typing Without the Printer

You've just seen that you can view a recorded document in the display without printing it. You can also type a new document without printing it. This allows you to correct mistakes in the display and then print a perfect copy.

Follow the steps below to practice typing without the printer. Since you'll be typing a paragraph, be sure you use the AUTO RETURN feature. Before you begin, be sure DISK MEMORY is on. You can only type with the printer off when DISK MEMORY is **on.**

ACTION	RESULT
1 **BE SURE** PRINTER is **off** and AUTO RETURN is **on.**	*The* PRINTER *switch light is off when the printer is turned off.*
2 **TYPE** the paragraph below, remembering to let the Memorywriter put in the returns for you.	*The characters appear in the display but do not print. The Memorywriter will beep when the typing approaches the right margin. Do not touch return. When you type a space, the Memorywriter will insert an auto return.*
3 **USE** ⌫ to erase any typing errors, then retype the correct characters.	

```
The tourist industry is very important to Alpine countries. Visitors
come from all over the world to enjoy the spectacular scenery and
the renowned skiing and mountain climbing.

Dairy farming and forestry are also important contributing economic
factors.
```

Did you look at the display while you were typing? The display can be used to see what you've typed and to check for typing errors.

After the document has been typed, you can print it and store it. Your printed document may have line endings that are different from the example. This is normal, since the Memorywriter will end the lines according to the margins set in your typewriter.

ACTION	RESULT
1 **HOLD** down [ ] and press [GO TO END START] to return to the start of the document.	PLEASE WAIT *appears in the display. Then a beep sounds and the beginning of the document appears in the display.* The t
2 **INSERT** paper in the typewriter.	
3 **PRESS** [PRINT LINES PG] to print the document.	*The document prints out and the end of the document is shown in the display, to the left of the pointer.*
4 **STORE** the document as follows: — Press [STORE] — Type **alpine** for a title — Press [STORE] again	omic factors.

Reviewing What you've Learned

- Any document that's recorded on a disk can be recalled, printed and viewed in the display.
- Before a document can be recalled, the Base System instructions must have been loaded in the Memorywriter and the disk containing the document must be inserted.
- To recall a document, you press the RECALL switch, type the document's number or title, and press RECALL again.
- To print a document, you recall the document to the display and press the PRINT switch.
- To stop printing, you press the STOP switch.
- To remove a recorded document from the display, press STORE twice.
- A document can be viewed in the display using the FWD and RVRSE keys. If the PRINTER switch is on, the characters will print when the FWD key is pressed.
- A document can be typed into the display without printing by turning off the PRINTER switch.
- A list of all the titles on a disk and the number of pages left for recording can be printed. Holding down the FEATURES key and pressing the 0 (zero) key will print this list.
- The pages of space remaining on a disk prints along with the list of titles. Be careful not to fill a disk up completely as this will leave no room for any editing changes you may need to make.

SETTING THE MARGINS, TABS, AND LINE SPACING

In this section, you'll lern to give the "commands" that set and record new margins, tabs, and line spacing.

Giving the Setting Commands 28

Setting the Left Margin 28

Using Margin Release 29

Setting the Right Margin 29

Setting Tabs 30

Clearing Tabs 30

Changing Line Spacing 31

Typing with New Margins and Tabs 31

Changing Settings in the Middle of a Document 32

Printing a Set-up Line 34

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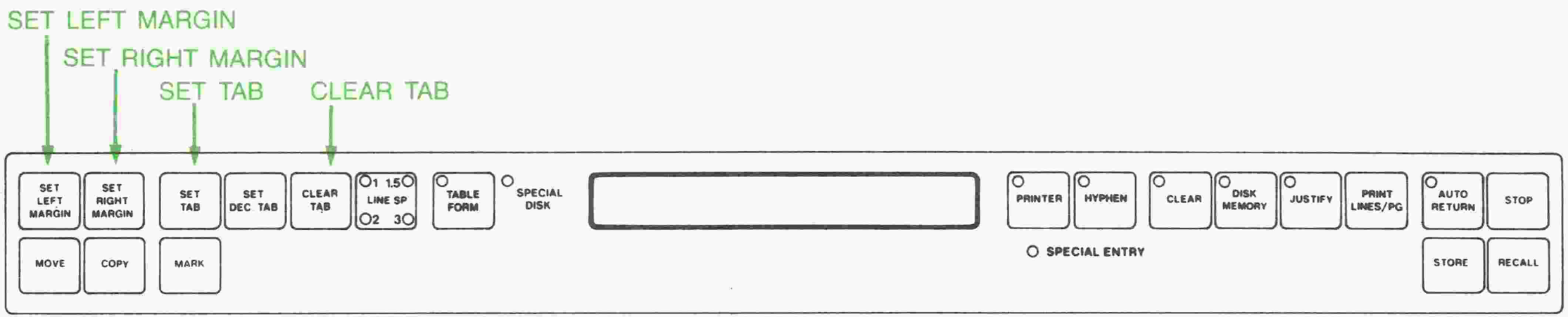
Giving the Setting Commands

The Memorywriter does exactly what you tell it to do! All you do is enter the commands and the Memorywriter will record them in your document.

Giving the commands to set margins, tabs, and line spacing is very easy. If you look at the left side of the control panel, you'll see the switches used.



You've already seen the settings block symbol in the display. This symbol lets you know that the commands for margins, tabs, and line spacing are recorded at this point in the document.

Of course, each document will have a settings block at the beginning. But documents can also have settings blocks in the middle of them. Any time margins, tabs or line spacing is changed in a document, a settings block will be recorded to indicate the change. After you've given the command to the Memorywriter, it will remember...so you don't have to!

Setting the Left Margin

The SET LEFT MARGIN switch [SET LEFT MARGIN] is used to set the left margin. Before you set the margin, the PRINTER switch must be **on** so that you can space the carrier to the correct position.

Follow the steps below to practice setting a left margin. For this exercise, be sure the DISK MEMORY switch is on so the margins will be recorded in a document.

ACTION	RESULT
1 **TURN ON** [PRINTER] if it is not already on.	
2 **USE** the spacebar to space over five or ten spaces for a new left margin location. (If you space over too far, press RVRSE to backspace.)	*The spaces will show as "blanks" in the display.*
3 **PRESS** [SET LEFT MARGIN] to set a new left margin.	*The display shows a new settings block* . *The Memorywriter beeps once to indicate the new margin is set.*

Steps for setting margins are given on page 60 of the 630 Reference Manual. You can refer to them if you need help in the future.

Note: If you ever need to set a left margin to the right of the current right margin, move the right margin before you set the left margin. The Memorywriter will not let you set a left margin to the right of the right margin unless you move the right margin first.

Using Margin Release

Sometimes you need to move your left margin to the left rather than the right. To do this, you give the margin release command.

Notice the plus key [+ =] has the green label MAR REL over it. Using the FEATURES key with this key gives the margin release command. The RVRSE key is then used to backup the carrier.

One important point to remember about margin release is that it will only work when the carrier is at the **left** margin.

ACTION	RESULT
1 **PRESS** [RETURN END INDNT] to be sure the carrier is at the left margin.	
2 **HOLD** down [ ] and press [+ =] to release the left margin.	*One beep sounds to tell you the margin is released.*
3 **PRESS** [RVRSE] five or six times to move to a new left margin position.	*A reverse symbol appears in the display each time you press the* RVRSE *key.*
4 **PRESS** [SET LEFT MARGIN] to set a new left margin.	*A beep sounds and a new settings block appears in the display.*

Setting the Right Margin

When you set the right margin, you should turn off the AUTO RETURN switch. That way, if you have to space past the old right margin to reach the new location, the carrier will not return automatically. (Margin release is not used at the right margin.)

After you've set the left and right margins, it is very important to press the RETURN key. This completes the settings. You'll notice that the RETURN key returns the carrier but does not advance the paper up one line.

ACTION	RESULT
1 **CHECK** to be sure AUTO RETURN is off so the carrier won't return when you're spacing over to a new right margin.	
2 **CHECK** to be sure PRINTER is on so you can space over.	
3 **SPACE** over forty or fifty spaces for a new right margin location.	*The spaces will show in the display.*
4 **PRESS** SET RIGHT MARGIN to set a new right margin.	*The display shows a new settings block . The Memorywriter beeps once to indicate the new margin is set.*
5 **PRESS** RETURN END INDNT to complete the margin settings and return to the left margin where your typing will begin.	*The carrier returns to the left margin and the display shows a return after the settings block .*

Setting Tabs

The SET TAB switch is used to set tabs. Just like margins, tabs will be recorded in settings blocks when DISK MEMORY is on. You can set up to 38 tabs. In addition, the Memorywriter automatically sets tabs at the left and right margin.

Follow the steps below to practice setting tabs. Be sure DISK MEMORY is on so you can see how tabs are recorded in a document.

ACTION	RESULT
1 **BE SURE** is on.	
2 **SPACE** over five or six spaces for the first tab location.	*The spaces appear in the display.*
3 **PRESS** to set a tab.	*One beep will indicate a tab has been set and a settings block* *will appear in the display to show the tab is recorded.*
4 **PRACTICE** setting several more tabs.	
5 **PRESS** to complete the tab settings and return to the left margin.	*The carrier returns to the left margin and the display shows a return after the settings block* .

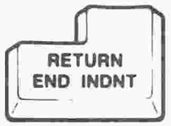
In addition to setting tabs at locations you choose, you can tell the Memorywriter to automatically set tabs every five spaces (a tab grid). To do this, simply press the SET TAB switch when the carrier is at the **left** margin. (Setting a tab grid will erase any previously set tabs and display **two** settings blocks.)

Clearing Tabs

Tabs can be cleared with the CLEAR TAB switch when you no longer need them. Follow the steps below to clear one of the tabs you just set.

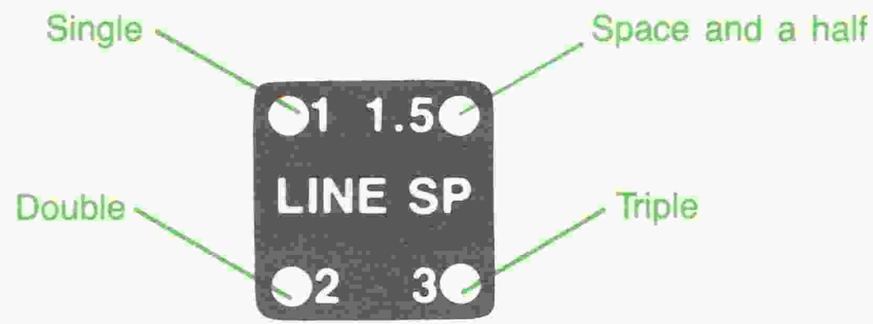
ACTION	RESULT
1 **PRESS** to tab to the location where a tab is set.	*The symbol for a tab* *appears in the display.*
2 **PRESS** to clear the tab.	*One beep lets you know the tab was cleared and another setting block* *displays to show that the clear tab command was recorded.*

If you want to clear all tabs, do so by pressing the CLEAR TAB switch while the carrier is at the **left** margin, rather than at a tab location.

3 **PRESS**  to put the carrier at the left margin.	*A return symbol* *appears in the display.*
4 **PRESS** to clear the tabs.	*One beep lets you know that all tabs are cleared, except for the tabs at the left and right margins. (These cannot be cleared.) A settings block* *displays to show that the clear tab command was recorded.*

Setting Line Spacing

You've probably already noticed that the LINE SP switch has four lights on it. These lights indicate which one of four different line spacings has been selected. Each time you press the center of the switch, the light will move to the next line spacing.



ACTION

1. **PRESS** the center of to change to 1.5 (one and one-half) line spacng.
2. **PRESS** the center of again.
3. **CONTINUE** pressing until the line spacing is back to one (1).

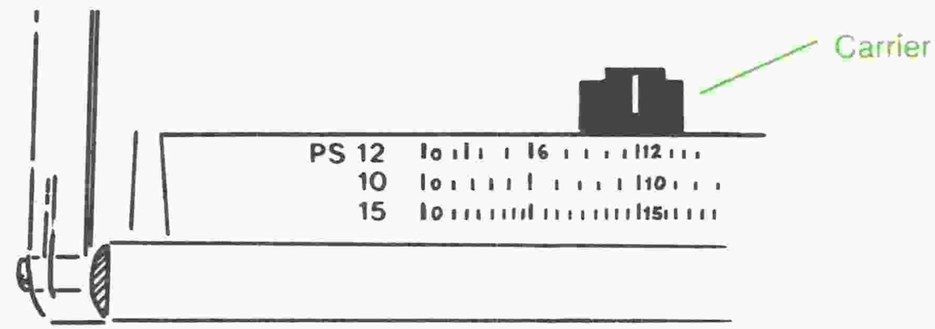
RESULT

A settings block ≡ *indicates the new line spacing has been recorded.*

Another setting block ≡ *appears to indicate that double (2) line spacing has been recorded.*

Now you know how to set new margins, tabs and line spacing. And, you've seen that each new setting is recorded in a settings block when DISK MEMORY is on. If you were using the Memorywriter like a "regular" typewriter (with DISK MEMORY off) you'd set margins, tabs and line spacing in the same way. The only difference would be that no settings block would appear in the display.

Typing With New Margins and Tabs



Follow the steps below to practice typing a document using new margins and tabs. The margin scale on top of the sound shield and the red line on the carrier (as shown in the picture on the right) can be used to locate the setting positions. Be sure DISK MEMORY is on so the document will be recorded.

Remember, after you've set the margins and tabs, you must press RETURN to complete the settings.

ACTION	RESULT
1 **SET** the line spacing at 1.5.	*A settings block will appear after you press the* LINE SP *switch.*
2 **SET** a left margin at approximately 12 on the the PS/12 margin scale or 10 on the 10 scale. (You may need to use margin release.)	*A settings block will appear when the margin is set.*
3 **SET** a tab five spaces in from the left margin.	*Spaces and a settings block will appear when the tab is set.*
4 **SET** a right margin at approximately 72 on the PS/12 margin scale or 60 on the 10 scale.	*Spaces and a settings block will appear when the margin is set.*
5 **PRESS** RETURN END INDNT to complete the settings and return to the left margin, then continue on the next page.	*A return symbol will appear after the last settings block*

ACTION	RESULT
6 **TURN ON** AUTO RETURN and type the paragraph below letting the Memorywriter return the carrier for you.	*Your line endings may be different from those in the example. This is normal.*

> Setting margins and tabs on the Memorywriter is very quick and easy. All you do is move the carrier to the desired position and press the setting switch on the control panel.

7 **END** the paragraph with a carrier return.	
8 **GO** back to the beginning of the document by holding down and pressing GO TO END START .	*appears in the display. Then a beep sounds and a settings block and the first characters of the document appears in the display.*

Notice that there is only one settings block at the beginning of your document. When you go back to the beginning of a document, the Memorywriter will automatically combine all the settings blocks into one block.

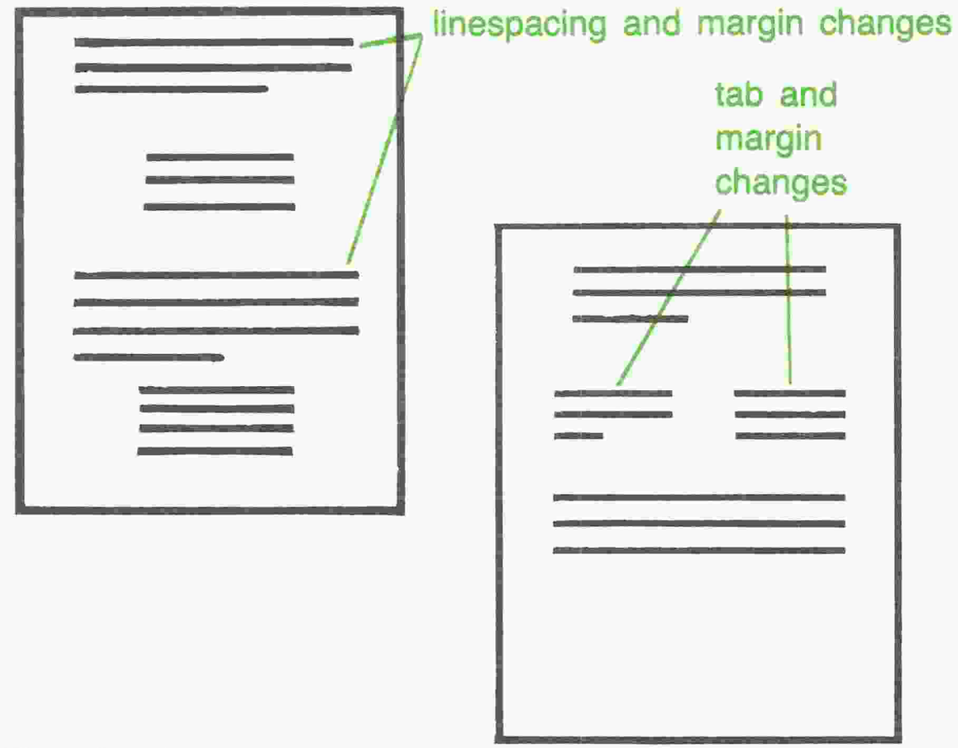
When the Memorywriter combines the settings, it uses the last setting commands you gave. So, for example, if you set a tab and then decided to clear it and set another one, the Memorywriter would not include the cleared tab in the combined settings block.

Changing Settings in the Middle of a Document

Do you type documents that use different margins or different line spacing for portions of the text within the document? Well, it's just as easy to change settings in the middle of a document as at the beginning.

The illustration at the right shows some examples of where different settings are used in the middle of documents.

When DISK MEMORY is on, the settings will be recorded in the document at the point where you change them. **Settings in the middle of the document will never be combined with the settings block at the beginning of the document.**



The only rule you must follow when changing settings in the middle of a document is that the carrier must be at the **left** margin **before** you change the settings. And, the carrier must be returned to the left margin **after** you change the settings. **That is, press** RETURN, **change settings, and press** RETURN, **again.**

Changing Settings in the Middle of a Document — continued

Follow the steps on the next page to practice changing settings in the document you just typed. At this point, the beginning of the document you typed on page 30 should be in the display. Use the steps below to go to the end of the document, change settings and add more text to it.

ACTION	RESULT
1 **PRESS** [GO TO END START] to go to the end of the document.	*The end of the document appears in the display.*
2 **BE SURE** there is at least one return symbol typed at the end of the document, if not, press RETURN.	*The return symbol will put the carrier at the left margin so you can change settings.*
3 **BE SURE** [PRINTER] is on.	
4 **SPACE** over five spaces and set a new left margin.	*The spaces and a settings block appear in the display.*
5 **CHANGE** the line spacing to single (1).	*A settings block will display each time you press the* LINE SP *switch.*
6 **PRESS** [RETURN END INDNT] to complete the settings.	*This finishes the settings and returns to the left margin. A return symbol appears after the last settings block .*

7 **TYPE** the paragaph below letting the auto return feature return the carrier for you.

> Note: One beep will indicate that a margin or tab has been set. If DISK MEMORY is on, a settings block will appear in the display to show the new setting has been recorded.

8 **END** the paragraph with a return.

If you'd like, you can insert a clean sheet of paper and press the PRINT switch to print a copy of the document. When the PRINT switch is pressed at the end of a document, it will automatically go back to the beginning of the document and print it out.

9 **STORE** document under the title **margins** as follows:

— Press STORE

— Type the title **margins**

— Press STORE

Note: The Memorywriter returns to the standard settings whenever it is turned off. Therefore, if you set margins, tabs, or line spacing and then turn the Memorywriter off, these settings will not be there when you turn it on again. However, if you record these settings in a document, they will be "remembered" and read into the typewriter when you recall the document.

Printing a Set-Up Line

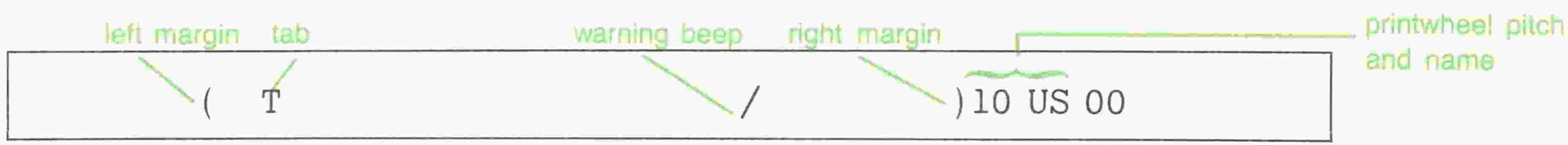
You have learned that the symbol for recorded settings is . There may be times when you want to know exactly what settings information that symbol contains. You can find out by printing a set-up line. The set-up line shows where the margins and tabs are set as well as what printwheel is in the Memorywriter.

The keys used to print a set-up line are FEATURES , SHIFT and five . Follow the steps below to print set-up lines for the document you typed in the last exercise.

ACTION | **RESULT**

1. **RECALL** the document **margins** as follows:
   — Press RECALL type **margins** press RECALL
2. **BE SURE** you have paper in the typewriter.
3. **BE SURE** PRINTER is on and the carrier is at the left margin.
4. **HOLD** down both **and** SHIFT and then press %5

A set-up line for the first settings block prints. It should look similar to the one below.



A complete listing of all set-up line symbols is given on page 77 in your 630 Reference Manual.

Follow the steps below to print a set-up line for the settings changes that you made in the middle of the document. Since settings blocks in the middle of a document do not combine, it's important to move **all** the new settings blocks **past** (to the left of) the pointer in the display. Moving the settings block past the pointer is what reads the new settings into the Memorywriter.

ACTION	RESULT
1 **TURN OFF** PRINTER so you can move characters in the display without printing.	
2 **PRESS** FWD to move to the beginning of the second paragraph. (All the settings blocks should be to the **left** of the pointer. If you go too far, simply press RVRSE.)	*The new settings blocks are read by the Memorywriter as they pass the display pointer.* anel. Note
3 **TURN ON** PRINTER and press RETURN END INDNT to be sure the carrier is at the left margin.	
4 **HOLD** down both [ ] **and** SHIFT and then press % 5 .	*A new set-up line prints out.*
5 **PRESS** [⊠] to erase the return you just typed.	
6 **PRESS** STORE twice to store the document.	

Reviewing What You've Learned

- Refer to the 630 Reference Manual when you need help. The steps for setting margins, tabs and linespacing are listed alphabetically in the "HOW TO" section beginning on page 16.
- Margins and tabs are changed by turning the PRINTER on, spacing to the desired location and pressing the appropriate switch. When all settings have been changed, pressing RETURN completes the settings.
- MAR REL is used at the left margin. Turning off AUTO RETURN is used at the right margin. (If you don't turn off AUTO RETURN, the carrier will return when you space to the old right margin.)
- Margins, tabs, and line spacing are recorded in settings blocks when DISK MEMORY is on.
- Margins, tabs, and line spacing can also be set without using DISK MEMORY, when you don't want to record your typing.
- When several setting changes have been made at the **beginning** of a document, the Memorywriter will automatically combine them into one settings block. It will not combine settings blocks for changes made in the **middle** of a document, so you'll see a settings block in the display for each setting change.
- Any time you want to know what settings are in a settings block, you can print out a set-up line using the FEATURES, SHIFT and 5 keys. The carrier must be at the left margin.
- The settings recorded in a settings block will be read into the typewriter when the settings block passes to the left of the pointer.
- When the Memorywriter is turned off, it will go back to the standard settings.

CREATING AN ATTRACTIVE DOCUMENT

In this section, you'll learn to use some of the Memorywriter's features that make typing easier and improve the appearance of your typed documents.

Centering Between the Margins 36

Underlining Made Easy 38

Bolding to Add Emphasis 39

Practicing What You've Learned 40

Indenting Text 40

Reviewing What You've Learned 43

Creating an Attractive Document

The 630 Memorywriter has features that can be used to improve document appearance quickly and easily. On the following pages you'll learn how to use the features shown below.

Automatic centering

Automatic underlining

Automatic bold printing

Automatic indent

Automatic Centering of
Text

The Xerox Memorywriter make it easy to underline one word or a series of words.

Bolding is also done automatically for you. Bolding is an **easy way** to add emphasis to a document.

Block indenting is also automatic on your Memorywriter. You only need to tab on the first line of a paragraph and the Memorywriter automatically returns to the tab stop on every line for you.

All of these features are on the Base System disk. Which means that the Base System instructions must have been read into the Memorywriter at some time during the day. If you've turned your Memorywriter off, be sure you load the Base System instructions back into the typewriter before continuing.

Centering Between the Margins

Have you ever wished that you could tell your typewriter to center a heading quickly — without going through the process of spacing over and counting characters? Well, the Memorywriter can center headings for you automatically!

To center a heading between margins, you simply give the center command while the carrier is at the left margin. The Memorywriter will then figure the distance between the left and right margins and place your heading exactly in the middle.

Notice the number 4 key has the green word CENTER above it. Using the FEATURES key with the 4 key gives the center command. **Since the Memorywriter figures the distance between the left and right margin, it is very important to be sure both margins are set correctly for the document before you give the center command.**

For this exercise, be sure your recording disk is in the Memorywriter and the DISK MEMORY switch is on so your document will be recorded.

ACTION	RESULT
1 **INSERT** paper in the typewriter and, for this exercise, be sure PRINTER is on.	
2 **PRESS** RETURN END INDNT to be sure the carrier is at the left margin.	

ACTION	RESULT
3 **HOLD** down [ ] and press [$ 4] to give the center command.	*A* [ ] *appears in the display to indicate a center command has been given. The* SPECIAL ENTRY *light turns on and when* PRINTER *is on, the carrier moves to the center between the margins.*
4 **TYPE** the heading **Research Test**	[ ]Research Test *appears in the display and the carrier backs up but nothing prints.*
5 **PRESS** [RETURN END INDNT] to end the centered heading.	*The centered heading prints and the* SPECIAL ENTRY *light goes off.*

You may have noticed that the SPECIAL ENTRY light on the control panel goes on when you give the centering command and goes off when you finish centering. This light is used to tell you when you've given a special command and are typing text, such as a centered heading, that is not being entered in the document in the normal way.

6 **PRESS** [PRINTER] so that you can see how centering works with the printer off.	*The* PRINTER *switch light turns off.*

7. **HOLD** down [ ] and press [$ 4] to give the center command for the next heading.

A [4] appears in the display to indicate a center command has been given. The SPECIAL ENTRY *light turns on but the printer does not move.*

8. **TYPE** the heading **New Jersey Division**

The heading appears in the display.

9. **PRESS** [RETURN END INDNT] to end the centered heading.

New Jersey Division [4] appears in display but does not print, because the printer is off.

10. **CENTER** the heading **6/11/82** on your own.
11. **PRESS** [PRINT LINES/PG] to print the document.
12. **LEAVE** the document in the display for the next exercise.

Note: You can cancel the center command by pressing STOP before you press return. This will clear the center symbol and the text from the display.

If you change the margins of the document after it is typed the centered heading will adjust to the new margins.

In addition to centering between the margins, you can also center over any point you choose. More information about centering is given in the MORE FEATURES section of this manual.

Underlining Made Easy

With the Memorywriter you can underline one word or a group of words automatically! No longer will you have to backspace and type underlines. Instead, simply give the Memorywriter the underline command.

The Memorywriter has two underline commands: one to underline a single word and one to underline a group of words.

The 7 key [&/7] has the green label WORD UNDLN above it and the 8 key [*/8] has the green label UNDLN above it. Using the FEATURES key with these keys gives the command to underline one word or a group of words.

ACTION	RESULT
1 **BE SURE** [AUTO RETURN] is turned on so the Memorywriter will return the carrier for you.	
2 **BE SURE** [PRINTER] is on so you can see how the Memorywriter underlines as you type.	
3 **TYPE** the paragraph below, up to (but not including) the word **one**	

With the Memorywriter's underline feature, underlining one word or a group of words is very easy and fast.

4. **TYPE** the word **one** (do not space after it).

5. **HOLD** down and press to underline the word "one".

   o n e appears in the display and the typewriter backs up and underlines the word.

6. **SPACE** once and continue typing up to the word **group**

7. **HOLD** down and press to turn on continuous underline.

   The UNDLN *light above the 8 key turns on to indicate continuous underlining is turned on.*

8. **TYPE** the text to be underlined.

   Each character is underlined in the display and on the paper as you type.

9. **HOLD** down and press to turn off continuous underline.

   The UNDLN *light turns off.*

10. **FINISH** typing the paragraph; leave the document in the display.

You've seen that to underline one word, you type the word and give the WORD UNDLN command. To underline text continuously, you turn on UNDLN, type the text, and then turn off UNDLN.

Bolding to Add Emphasis

Want to add a little extra "zip" to the documents you type? The **bold printing feature** (which prints each character twice) can be used to add emphasis to headings and important words in any document.

Notice the 9 key has the green word BOLD above it. The BOLD command works like the UNDLN command. You turn it on, type the text to be bolded, and then turn it off. (There is no key that will bold just one word the way WORD UNDLN does.)

ACTION	RESULT
1 **BE SURE** AUTO RETURN is on so the Memorywriter will return the carrier for you in the paragraph.	
2 **TYPE** the paragraph below, up to the word **emphasis**	

> Use the bold feature whenever it's important to add **emphasis** to a heading, word, or **even an entire phrase** in any of your documents.

3. **HOLD** down and press 9 to turn on bold.

   The BOLD *light above the 9 key turns on.*

4. **TYPE** the word **emphasis**

   emphasis appears in the display with a small dot below each letter to indicate it is bolded. The letters also print bolded as you type them.

5. **HOLD** down and press 9 to turn off bold.

   The BOLD *light goes off.*

6. **TYPE** up to the word **even**

7. **HOLD** down and press 9 to turn on bold.

   The BOLD *light turns on.*

8. **TYPE** the words to be bolded.

9. **HOLD** down and press 9 to turn off bold.

   The BOLD *light turns off.*

10. **FINISH** typing the paragraph.

Practicing What You've Learned

Now that you've seen how quick and easy centering, underlining, and bolding are, you may wish to practice them on your own before you go on. (You may wish to turn the PRINTER off and simply type in the display, then print the document when finished.) Remember, when centering between the margins, the carrier must be at the left margin when you give the command. If you want to underline a centered heading, turn on UNDL before you give the center command.

Refer to the "HOW TO" section of the 630 Reference Manual if you need help. The features are listed alphabetically.

If you use BOLD and UNDLN together, the text in the display will have both an underline and a dot below it to indicate both features were used: .t.e.x.t

When finished practicing:

ACTION	RESULT
1 **STORE** the document under the title **fancy** as follows: — Press STORE — Type the title **fancy** — Press STORE again	

Note: In the exercise you used bold, underline and centering on a document that was being recorded. You can also use these features without recording on disk.

Indenting Text

The Memorywriter has a feature that will make typing indented text faster and easier. The documents at the right show examples of indented text.

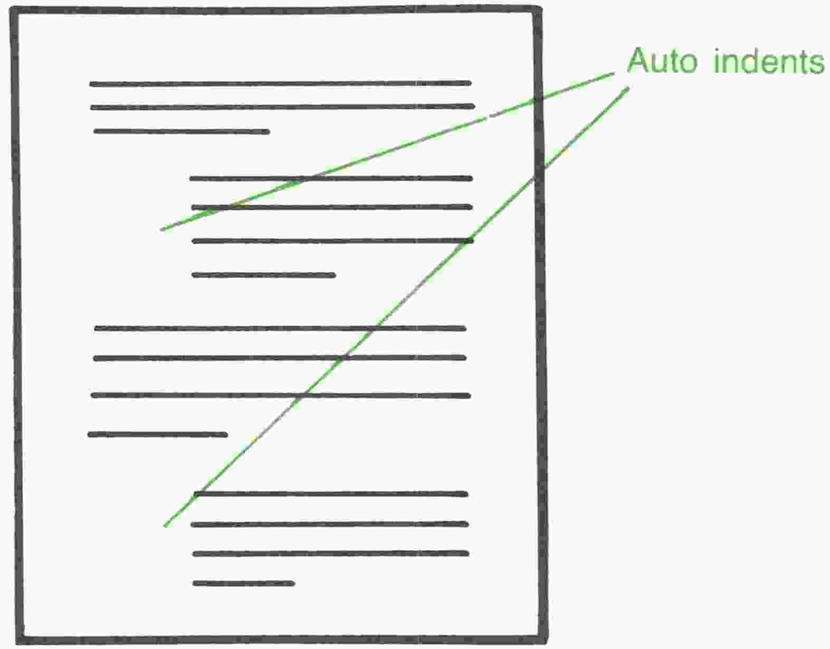
Notice the AUTO INDNT key

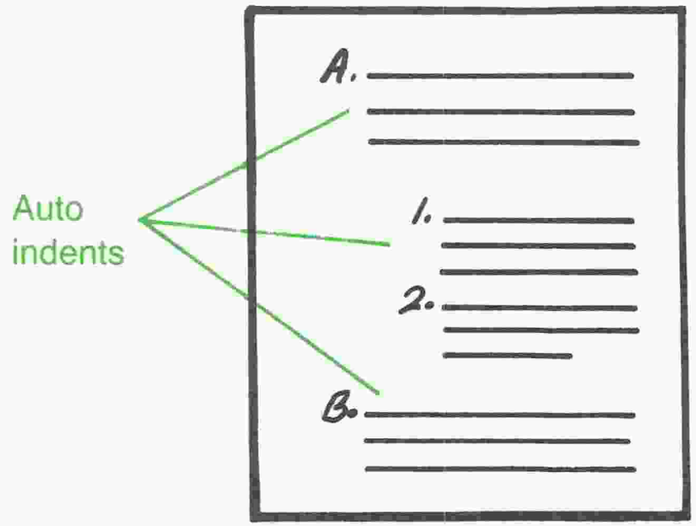
above the TAB key. This key can be used to set a "temporary" left margin at the indent position. Simply space or tab to the position where the indented text should begin and press AUTO INDNT.

Notice the RETURN key

has green words END INDNT on it. When you've finished typing the indented text, simply press FEATURES and RETURN to cancel the indent and move back to the left margin.

Follow the steps on the next page to practice using the AUTO INDNT feature. For this exercise, you'll record your typing on disk. When you're typing other documents, you can also use AUTO INDNT without recording on disk.





Indenting Text — continued

Before you start the exercise, be sure DISK MEMORY is turned on so your typing will be recorded.

ACTION	RESULT
1 **SET** two tabs, five and ten spaces from the left margin. (Remember to turn the PRINTER on before you space over to set tabs. Refer to the "HOW TO" section of the Reference Manual if you need help.)	*Spaces and a settings block appears in the display for each tab set.*
2 **PRESS** RETURN END INDNT to complete the settings.	*The display shows a return symbol after the last settings block .*
3 **TURN ON** AUTO RETURN so the carrier will return for you.	
4 **PRESS** TAB once to move to the indent location.	*The display shows a tab symbol .*

5 **PRESS** [AUTO INDNT] to set the indent.

The display shows the symbol for auto indent .

6 **TYPE** the paragraphs below, letting the Memorywriter return the carrier for you. (Press RETURN only at the end of each paragraph.)

```
Outline formats can be a very effective way of presenting
material that is subdivided into many sections and covers a
great many details.

Outlines are frequently used when making notes on all the
facts about a subject or all the topics covered by a book.
```

7 **HOLD** down [ ] and press [RETURN END INDNT] to end the indent.

A settings block and return appear in the display to indicate a return to the original left margin.

It's very important to end the auto indent by holding down FEATURES and pressing RETURN keys. This will return the carrier to the original left margin. The RETURN alone will not end the indent.

Follow the steps on the next page to practice setting another auto indent after typing text at the left margin.

8 **CONTINUE** on the next page.

ACTION	RESULT
9 **TYPE** the first line shown below and press RETURN twice.	
10 **PRESS** TAB and AUTO INDNT to move to and set the indent.	s outlines: *shows in the display*
11 **TYPE** the indented paragraph below.	

```
The Memorywriter has good news for typing outlines:

   All you do is tab or space to the indent level and press the
   AUTO INDNT key. From then on, the Memorywriter will use
   the indent level as the left margin, saving you the time it
   would take to tab or space over on each line.
```

12 **HOLD** down and press RETURN END INDNT to end the indent.	*A settings block and return appear in the display to indicate a return to the original left margin.*

Note: Because AUTO INDNT temporarily changes the margins, if text is to be centered between the left and right margins, center the text before turning on AUTO INDNT.

13 **STORE** the document under the title **indent** as follows:

— Press STORE

— Type the title **indent**

— Press STORE again

Whenever you record a document that may be edited later, it is **very important** to use the auto indent feature to indent paragraphs. If you type a tab on each line instead of using auto indent, the Memorywriter won't be able to adjust the line ending after editing.

The auto indent feature can also be used to indent text from the right margin as well as from the left margin. If you have text that must be indented from both margins, refer to the MORE FEATURES section of this manual.

Reviewing What You've Learned

- The Memorywriter has a number of time-saving features that you can use when typing: automatic underlining, bolding, centering, and auto indent.
- The Memorywriter's instructions for these features on the Base System disk. The disk must have been read into the Memorywriter at some time prior to using the features.
- Centered text will be shown in the display with the center symbol in front of it.
- An auto indent (temporary left margin) can be set by tabbing or spacing to the desired location and pressing the AUTO INDNT key. When the indented material has been typed, end the indent and return to the original left margin by holding down FEATURES and pressing RETURN.
- Underlined text will be shown in the display as underlined.
- Bolded text will be shown in the display with a dot under each character.

CHANGES MADE EASY

In this section, you'll learn how to make editing changes to documents recorded on disk.

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Changes Made Easy

If you frequently have to retype documents because someone decides to make a change, the 630 Memorywriter is the typewriter for you!

Any recorded document can be recalled and changed, then printed out again. If you frequently do "first drafts," "second drafts" and at last a final, the Memorywriter will give you a new point of view when work comes back for changes.

You already know how to record your work on disk. You've also practiced recalling a document, looking at it in the display, and printing it out. In this section, you'll learn how to make changes to the document.

Making changes can be divided into two steps: (1) Locating the text to be changed and (2) adding or erasing text.

The pointer on the display is used to position the text before making a change. When a character is to the **left** of the pointer, pressing the ERASE key will erase the character. When a character is to the **right** of the display, holding down FEATURES and pressing FWD will erase the character. Notice the green words ERASE FWD above the FWD key.

Correcting Text

Follow the steps below to recall the document you typed earlier titled: "perfection" and make the corrections shown on the next page. For this exercise you'll turn the PRINTER off and make the corrections in the display. Then you can print the document with AUTO RETURN turned on so that line lengths will be automatically adjusted on the lines where text was added or deleted.

ACTION	RESULT
1 **RECALL** the document **perfection** as follows: — Press RECALL — Type the title **perfection** — Press RECALL again	*The beginning of the document appears in the display.* **Note:** *If the title is not typed correctly, you'll hear two beeps and see the message* NOT FOUND. *You may print a list of titles to see how the title is recorded on disk.*
2 **TURN OFF** PRINTER if it is on.	
3 **PRESS** FWD until the display pointer is between the "d" and "s" in "woods." If you go too far press the RVRSE key to move back.	The woods in

Correcting Text — continued

land

see

The woods in the springtime are beautiful to ~~behold~~. Adorned with flowers and ~~newly budded~~ green leaves, the woods remind us that life ~~is often~~ full of beauty and pleasure. Even the bird's songs sound happier in the spring!

can be

Next spring, why not take time to go for a walk in the woods? Depending on where you live, this may be easily arranged or require some effort. However, seeing the woods in spring is an experience well worth the time and effort it takes.

to arrange

ACTION

1. **TYPE** the word **land**
2. **PRESS** FWD until the pointer is in front of the word "behold".
3. **HOLD** down ⊖ and press FWD to erase each of the characters in the word "behold"

RESULT

The characters you type are added to the text in the display The woodland s in

e beautiful to behol

Each time you press the FWD *key, one character to the* **right** *of the pointer is erased.*

4. **TYPE** the word **see**
(Check to be sure there is a space before the word "see" and the period after it. (If you accidentally erased the period, type it in.)

5. **PRESS** [FWD] until the words "newly budded" are to the **left** of the pointer.

6. **HOLD** down [⌫] until the words "newly budded" are erased, then release the key.

nd newly budded gree

ith flowers and green

Note: It's best to **hold down** the ERASE key when erasing several characters. If you press the ERASE key several times (instead of holding it down), it will "remember" how many times you pressed it and erase one character for each depression. Unless you've counted the number of characters you want to erase, you may erase too many characters.

7. **MAKE** the change to "is often" on your own.

8. **PRESS** [GO TO END START] to move to the end of the document.

9. **PRESS** [RVRSE] to move the pointer between the "s" in "takes" and the period.

effort it takes.

10. **TYPE** a space and the words **to arrange**

11. **CONTINUE** on the next page.

Correcting Text — continued

The AUTO RETURN feature is always used to print documents after editing. Lines that end with an auto return (a return that the Memorywriter put in for you), will be adjusted wherever text has been added or deleted.

For example, the Memorywriter would not be able to adjust the text in **Example A** because each line ends with a required return.

The text in **Example B** can be adjusted because it contains temporary returns which the Memorywriter can convert to spaces.

Example A

When typing in memory, you
have the option of turning
the Printer off. The only
time the Printer must be on
is when setting margins and
tabs.

Example B

When typing in memory, you
have the option of turning
the Printer off. The only
time the Printer must be on
is when setting margins and
tabs.

If your document was typed with required returns at the end of each line, you can erase each return and replace it with a space. (Do not erase the returns at the end of paragraphs.) The line endings will then adjust when the document is printed with AUTO RETURN on.

Note: When using AUTO RETURN with edited documents, there may be auto returns in the display that do not print because the Memorywriter automatically adjusts the line lengths and will ignore an auto return if it is not at the margin. Therefore, you not need to be concerned about the placement of auto returns in the text.

ACTION	RESULT
12 **INSERT** paper in the typewriter.	
13 **BE SURE** AUTO RETURN is on so that line endings will be adjusted.	
14 **HOLD** down and press GO TO END START to go to the start of the document.	*After a few seconds, a beep sounds and the beginning of the document appears in the display.*
15 **PRESS** PRINT LINES PG to print a copy of the changed document.	
16 **PRESS** STORE twice to store the edited document.	

Note: Editing changes are recorded in the document as you make them. If you want to save the original version of a document in addition to the edited version, you'll need to make a copy of the document before editing it. Information on copying documents before editing is in the DISKS section of this manual.

When editing a document, it's important to store the document and turn off DISK MEMORY before you remove the disk. If you forget to do this, you could lose some of your editing changes.

Editing Centered Text

So far you've learned that you can make corrections to the text in a document by editing it in the display. You can also make corrections to the commands and symbols recorded in a document.

Follow the steps below to "uncenter" a heading, add text to a centered heading, and add a new centered heading. Use the document typed earlier and stored under the title "fancy". The editing changes to be made are shown below.

```
                Research Test
                New Jersey Division
                    6/11/82
```

Hardware

Quarterly

ACTION	RESULT
1 **RECALL** the document as follows: — Press RECALL — Type the title **fancy** — Press RECALL again	
2 **TURN** off PRINTER so you can edit in the display without printing.	

3. **HOLD** down [0] and press [FWD] to erase the center symbol in front of the first heading.

4. **PRESS** [FWD] until the display pointer is in front of the word "Division"

5. **TYPE** the word **Hardware** (Be sure to type a space after the word.)

6. **PRESS** [FWD] until the display pointer is to the **right** of the return after the centered heading "6/11/82"

7. **CONTINUE** on the next page.

When the center symbol is erased, the text will print at the left margin (no longer centered). Center symbols can be erased using ERASE FWD.

ng New Jersey Divis

The new word is added to the heading. The Memorywriter will automatically refigure the center position when text is added or deleted to a centered heading.

ision 6/11/82 Wit

Editing Centered Text — continued

ACTION	RESULT
8 **HOLD** down [shift] and press [$ 4] to give the center command for the new heading.	*A center symbol is displayed between the two returns.*
9 **TYPE** the new heading **Quarterly**	*The display goes blank except for the center symbol and the heading* Quarterly.
10 **PRESS** [RETURN END INDNT] to end the centering command.	*The document returns to the display.*
11 **PRINT** the document as follows: — Hold down [shift] and press [GO TO END START] to go to the start of the document — Insert paper in the typewriter — Press [PRINT LINES PG]	
12 **LEAVE** the document in the display for the next exercise.	

Adding Underlining and Bolding

Underlining and bolding can easily be added to a document after it's typed. You add the underlining or bolding before you print the document. Follow the steps below to add underlining and bolding in the document "fancy".

```
Research Test
                    New Jersey Hardware Division
                              6/11/82
                             Quarterly
```

underline and bold the heading

ACTION

1. **HOLD** down [ ] and press [GO TO END START] to go to the beginning of the document.
2. **TURN** off [PRINTER] so you can edit in the display without printing.
3. **PRESS** [FWD] until the display pointer is to the left of the center symbol for the heading "New Jersey Hardware Division".
4. **CONTINUE** on the next page.

RESULT

Research Test , New

ACTION	RESULT
5 **HOLD** down [shift] and press [8] to turn on underline.	*The* UNDLN *light turns on and text to the right of the display pointer is underlined.*
6 **HOLD** down [shift] and press [9] to turn on bold.	*The* BOLD *light turns on and text to the right of the display pointer has the bold symbol (a dot) under it.*
7 **PRESS** [FWD] until the text "New Jersey Hardware Division" is moved to the **left** of the pointer.	*The text has the underline and bold symbols under it as you move it through the display.*
8 **HOLD** down [shift] and press [8] to turn off underline.	*The* UNDLN *light turns off and the text to the* **right** *of the display pointer no longer appears underlined.*
9 **HOLD** down [shift] and press [9] to turn off bold.	*The* BOLD *light turns off and the text to the* **right** *of the display pointer no longer appears bolded.*
10 **LEAVE** the document in the display for the next exercise.	

You've just seen that underlining and bolding can be added at the same time. You can also add them separately. Either one (or both) is added by positioning the first character to the right of the pointer, turning on bold or underline, and moving the text past the pointer. When the correct amount of text has been moved past the pointer, turn the underline or bold feature off.

Removing Underlining and Bolding

Underlining and bolding can be removed from a document without retyping the text. Follow the steps below to remove some of the underlining and bolding in the document "fancy".

Research Testing
New Jersey Hardware Division
6/11/82
Quarterly

With the Memorywriter's underline feature, underlining one word or a group of words is very easy and fast.

Use the bold feature whenever it's important to add **emphasis** to a heading, word, or **even an entire phrase** in any of your documents.

remove bold

ACTION

1. **PRESS** [FWD] until the word "group" is to the **right** of the display pointer.
2. **PRESS** [FWD] once more to move the "g" to the **left** of the display pointer.

RESULT

one word or a | group

When the underlined "g" passes the pointer, the UNDLN *light turns on.*

CONTINUE on the next page.

Research Testing
New Jersey Hardware Division
6/11/82
Quarterly

underline and bold the heading

With the Memorywriter's underline feature, underlining one word or a group of words is very easy and fast.

Use the bold feature whenever it's important to add **emphasis** to a heading, word, or **even an entire phrase** in any of your documents.

remove bold

ACTION

3 **PRESS** RVRSE once to move the underlined "g" to the **right** of the pointer.

4 **HOLD** down ⊖ and press 8 to turn off underline.

RESULT

The UNDLN *light stays on. All the underlined text is now to the* **right** *of the pointer.*

The UNDLN *light turns off and the continuous underlining is removed from the underlined group of words to the right of the pointer. (Note: This removes the underlining for this series of words only.)*

5. **PRESS** [FWD] until the display pointer is between the bolded words "even" and "an"

6. **HOLD** down [=] and press [9] to turn off bold.

7. **PRINT** a copy of the document so you can see the changes (refer to steps on page 45 if you need help.)

8. **LEAVE** the document in the display for the next exercise.

The bold light turned on when the bolded word "even" moved to the left of the pointer.

The BOLD *light turns off. The text to the* **right** *of the pointer is no longer bolded. However, the text to the* **left** *of the pointer still shows the bold symbol (a dot).*

Changing Settings After a Document is Typed

There may be times when you decide to change settings after a document is typed. Perhaps the margins and tabs don't look right, or perhaps you typed a draft in double spacing and now want to print it in single spacing.

Setting changes can easily be made after a document is typed. If a setting change is made at the very beginning of a document, it will affect the entire document (unless there are other settings blocks recorded in the middle of the document.) If there are settings blocks recorded in the middle of the document, a change made at the beginning of the document will be in effect up to the point where another settings block is recorded.

Follow the steps below to change the margins and line spacing in the document "fancy". Since it only has one settings block in it, the change you make at the beginning of the document will affect the entire document.

ACTION	RESULT
1 **HOLD** down [ ] and press [GO TO END START]	
2 **BE SURE** that the settings block at the beginning of the document is to the **left** of the display pointer.	Resea is shown in the display.
3 **BE SURE** [PRINTER] is on so you can move the carrier to a new position.	

4. **SPACE** over about eight spaces to a new position for the margin.

   The spaces will show in the display.

5. **PRESS** SET LEFT MARGIN to set a new left margin.

   A beep will sound and a new settings block will show in the display.

6. **PRESS** 1 1.5 LINE SP 2 3 to change the line spacing to double (2).

   Another settings block will show in the display for each line spacing change.

7. **PRESS** RETURN END INDNT to complete the settings.

   The display shows a return symbol after the last settings block .

8. **BE SURE** AUTO RETURN is on so the line endings will be adjusted for the new margin.

9. **PRINT** the document.

   The document prints using the new margins and line spacing.

10. **PRESS** STORE twice to remove the document from the display.

It's important to remember that AUTO RETURN must be on when you print documents that have been edited or had margin and tab changes. If AUTO RETURN is **not** on, the line endings will not be adjusted. You should make a habit of turning on AUTO RETURN when you print any of your documents.

Reviewing What You've Learned

- Any recorded document may be brought to the display and edited.
- To recall a document, press RECALL, type the document's title or number, and press RECALL again.
- To move to the correction point, press FWD to go forward and press RVRSE to go back.
- To erase text to the left of the display pointer, press the ERASE key.
- To erase text to the right of the display pointer, hold down FEATURES key and press FWD (ERASE FWD).
- To print a document that's been edited, turn on AUTO RETURN so the line endings will be adjusted.
- Before removing a disk, be sure to turn off DISK MEMORY. This will safeguard against losing any editing changes in the document.
- **Refer to the "HOW TO" section of the 630 Reference Manual for an alphabetical listing of the features should you need help.**

CONTROLLING THE WAY A DOCUMENT PRINTS

In this section, you'll learn to use the Memorywriter's features for controlling the way a document prints. With these features, you can print a document with an even (justified) right margin, find words that need to be hyphenated, and control printing of multiple page documents.

All of these features are on the Base System disk, so be sure the Base System instructions are loaded before you begin.

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Hyphen Scan 54

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Justifying the Right Margin

When the JUSTIFY switch

is turned on, your document will print with an even right margin. (The text in this Manual has a justified margin.) This gives the document a neat, professional appearance.

The Memorywriter can justify the margin of any paragraph typed with the AUTO RETURN feature on. For example, the Memorywriter would not be able to justify the text in **Example A** below because a return was typed at the end of each line. The Memorywriter cannot adjust line endings when the line ends with a required return.

The text in **Example B** can be justified because it contains auto returns, so the Memorywriter can adjust the line endings.

Example A

When typing in memory, you
have the option of turning
the Printer off. The only
time the Printer must be on
is when setting margins and
tabs.

Example B

When typing in memory, you
have the option of turning
the Printer off. The only
time the Printer must be on
is when setting margins and
tabs.

Follow the steps on the next page to print a justified copy of the document you typed and stored under the title "perfection".

ACTION	RESULT
1 **RECALL** the document: **perfection**	The w *appears in the display.*
2 **PRESS** JUSTIFY to turn on justify.	*The* JUSTIFY *light turns on. The* AUTO RETURN *light automatically turns on (if not already on.)*
3 **PRESS** PRINT LINES/PG to print the document.	*The text prints with the lines right justified; the display is dark during printing.* *Note: If you press the* STOP *switch while printing a justified document, the typewriter will finish printing the current line and then stop at the left margin of the next line.*

4 **STORE** the document.

Note: If a line(s) of the document does not justify, it is because the line ends with a required return. To correct the line so that it will print justified, erase the required return symbol and replace it with a space. Then print the document again.

JUSTIFY does not record in a document the way the margins and tabs do. You'll need to turn on JUSTIFY each time the document is printed.

JUSTIFY works by adding "white space" between words so it can spread them to the margin. These spaces are not recorded in the documents, but only show up on the print out. If you want to reduce the white space between words, you can use hyphen scan (page 54) or change the margin zone (See page 61 in the Reference Manual).

Hyphen Scan

There may be times when you want to hyphenate words at the right margin to make the margin more even or, in justify, to reduce the white space added between words on a line.

The HYPHEN switch

on the control panel helps you do just that. When you turn on HYPHEN, the Memorywriter will scan the document for words that can be hyphenated at the right margin. When it finds one, it will display it so you can select the correct position for the hyphen.

Follow the steps below to type a document with words that will need to be hyphenated.

ACTION	RESULT
1 **BE SURE** is on so the document will be recorded.	*You should see a settings block and an "empty" document in the display.*
2 **BE SURE** is on so the Memorywriter will put auto returns in the document.	

3 **TYPE** the document shown below, letting the Memorywriter return the carrier within the paragraphs.

```
The following words may have to be hyphenated: nonresponsiveness,
disciplinary, guidance, technological, hypothetical, implementation,
endeavors, stabilization, comprehensive, instrumentalities,
counterproductive, incrementalized, departmentalized,
conglomerate, accommodation, interdepartmental, infrastructure,
environmental, approximations, confrontational, and management.

Other words could be: multiphasic, accreditation, progressive,
sophisticated, technology, orchestrated, requirements, parliamentary,
informational, approximations, and committees.
```

After the document is typed, HYPHEN scan can be used to hyphenate the long words. When the Memorywriter identifies a word for hyphenation, you can tell the Memorywriter where to hyphenate the word, or tell the Memorywriter not to hyphenate the word.

4 **GO TO** the start of the document.

5 **CONTINUE** with the exercise on the next page.

ACTION	RESULT
6 **PRESS** HYPHEN to start the Memorywriter scanning the document for words to hyphenate.	PLEASE WAIT *appears in the display and the* HYPHEN *light turns on. Then the first word that needs to be hyphenated will appear in the display positioned over the pointer.* **Note:** *If the end of the document appears in the display and the* HYPHEN *light turns off, no words needed hyphenation decisions.*
7 **PRESS** FWD or RVRSE to position the display pointer where the hyphen should go. (If JUSTIFY is on, only RVRSE may be used. If you do not want to hyphenate a word, simply press RETURN.)	
8 **PRESS** - to hyphenate the word.	PLEASE WAIT *appears as the Memorywriter enters a hyphen and begins scanning again.* **Note:** *If the Memorywriter beeps twice, the Shift key is locked down. Release the lock and type a hyphen.*
9 **CONTINUE** to hyphenate each word appearing in the display until the end of the document appears and the HYPHEN light goes off.	

10 **WHEN** the HYPHEN light turns off, print the document.

11 **STORE** the document under the title **hyphen**

When you look at a document in the display after using HYPHEN scan, you may notice hyphen symbols wherever a hyphenation decision was made. These hyphens will only print when they fall at the end of a line. Therefore, you don't need to worry about erasing them when you change margins or edit the document.

Note: If you do not want to hyphenate a word, simply press RETURN. This tells the Memorywriter not to hyphenate the word and to continue scanning the document.

When working with your own documents, the Memorywriter may ask you to hyphenate compound words, like **electrical/mechanical** and **mother-in-law.** When this happens, it is proper to insert a return after the slash (/) or dash (-) by positioning the dash or slash to the **left** of the pointer and pressing RETURN.

See page 48 in the Reference Manual for assistance in using HYPHEN scan on your own documents.

Required Space

When the AUTO RETURN feature is on and a space is typed near the right margin, the carrier will return automatically. However, you may not want proper names like "Charles M. Grant" or dates such as "May 8, 1982" split between two lines. You can type a required space in the name or date to tell the Memorywriter not to split the information between two lines.

Follow the steps below to practice typing required spaces.

ACTION | **RESULT**

1. **BE SURE** AUTO RETURN and PRINTER are on so the carrier will return when you type a "regular" space.
2. **TYPE** a row of X's across the line **until** you hear the right margin warning beep. (Do not space.)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

3. **TYPE** the word **September**

4. **HOLD** down and press the spacebar to type a required space.

The required space symbol appears after the word September.

XXXX September

5. **TYPE** the date **28,**

September 28, *is linked together by a required space. The Memorywriter will never return the carrier between the two during print out with* AUTO RETURN *or* JUSTIFY *on.*

6. **HOLD** down and press the spacebar to type a required space.

7. **TYPE** the year 1983

8. **PRESS** the spacebar once.

9. **STORE** the document under the title **space**

The date September 28, 1983 *is linked together.*

The carrier returns to the left margin.

When words are linked together with required spaces, they will never be split between two lines when the AUTO RETURN rearranges line endings. You may use required spaces when typing names and dates within paragraphs printed with AUTO RETURN.

Controlling the Number of Lines Per Page

Many of the documents you type will be longer than one page. By using the Lines/Page feature, you don't have to worry about the document printing off the bottom of the page if you forget to press STOP to stop printing.

Follow the steps below to type a document longer than one page and then use the Lines/Page feature to print it. To reduce the amount of text you'll need to type, the instructions will tell you to set double line spacing and a shorter typing line.

ACTION	RESULT
1 **BE SURE** DISK MEMORY is on so the document will be recorded.	*You should see a settings block but no text in the display.*
2 **SET** margins at approximately **18** and **78** on the margin scale and set the line spacing to double (2). (Remember to turn on PRINTER and turn off AUTO RETURN first.)	*Spaces and new settings blocks will show in the display.*
3 **PRESS** RETURN END INDNT to complete the settings.	
4 **BE SURE** AUTO RETURN is on so the Memorywriter will return the carrier as you type the paragraphs below, then continue on the next page.	

Very few people are able to get up and speak before an audience, whether to propose a toast, to lecture a class, or to deliver a thesis, without initial nervousness and discomfort. Attitudes and tensions can inhibit our progress in speaking. Inhibition appears in many different forms.

It may be manifested in a flat inexpressive voice, or an expressionless face or a tense posture. Even the most sensitive speakers are too conscious of their faults and limitations. They dwell too much on their negative points and fail to remember their positive points. After all, people with a technical background are, on the whole, better informed about the material world than most of the population.

Nervousness can only be overcome by creating a positive attitude of mind and practicing and practicing again. With practice, you will begin to succeed and boost your self-confidence so that when you experience disappointment, you will have the strength to persist. Then and only then, will you break through the barrier of persistent inhibitions and obtain self-confidence, less inhibition, and more successful speaking skills.

There are many similarities between technical writing and technical speaking. However, there is an important difference: the speaker can see his audience and the audience can ask questions. Whenever speaking to an audience, the length of the message is extremely important.

Someone who must speak to an audience for 15 minutes must speak differently from someone who has an hour. It is interesting that the speaker who has a shorter amount of time allocated to him must speak more carefully.

Controlling the Number of Lines per Page — continued

When you've finished typing the document, you can use the Lines/Page feature to tell Memorywriter how many lines to print on a page. For 8½″ by 11″ paper, 54 lines per page will give you an inch of white space at the top and bottom of the page. (One inch is equal to 6 lines.)

The Memorywriter will then print the correct number of lines on a page and stop for you to insert paper and press PRINT again.

When you set the Lines/Page at the **beginning** of a document, the setting will be recorded in the document. When a new document is recorded, the Lines/Page setting is automatically reset to the standard 00 lines per page.

ACTION	RESULT
5 **HOLD** down [ ] and press [GO TO END START] to go to the start of the document.	
6 **HOLD** down [ ] and press [PRINT LINES PG] to begin setting the number of lines per page.	LINES/PAGE = 00 *appears in the display. The* 00 *is the number of lines set. (If the lines/page has already been used on your Memorywriter, you'll see a number other than* 00.*)*
7 **TYPE** the number **54**	LINES/PAGE = 54 *appears in the display to show the number of lines on a page will be 54. (If you make a mistake typing the number, you can press the* ERASE *key.)*

8. **PRESS** PRINT LINES PG to complete the setting.

The document returns to the display.

9. **INSERT** paper in the typewriter, using the ribbon as a guide to start printing one inch from the top of the paper.

10. **PRESS** PRINT LINES PG to start printing.

The first 54 lines of the document prints. Then DISK MEMORY *turns off and the* INSERT PAPER *is displayed, telling you to insert a sheet of paper for the next page.*

11. **IF** you wish, roll the paper up (using RETURN or the platen knob) and type a page number, then press RETURN to move the carrier back to the left margin.

Since DISK MEMORY *is off, the page number will print on paper, but will* **not** *be recorded in the document.*

12. **INSERT** paper and press PRINT LINES PG again.

DISK MEMORY *turns back on and the second page of the document prints.*

13. **IF** you wish, roll the paper up and type a page number.

14. **STORE** the document under the title **speaker**

Controlling the Number of Lines per Page — continued

The lines/page setting can be entered before you type the document or after the document is typed. If you want the lines/page setting recorded in the document, you **must** enter it at the beginning of the document. If the lines/page setting is not entered at the beginning of the document, the Memorywriter will consider the setting temporary and will not record it in your document.

There will be times when the lines/page feature will end a page and leave the last line of the paragraph to be printed on the next page. Should this happen, you can print the page and then temporarily change the number of lines/page to print the last line of the paragraph:

- Print the page until the INSERT PAPER message appears.
- Turn on DISK MEMORY.
- Hold down FEATURES and press PRINT, then enter 02 for the LINES/PAGE, and press RETURN.
- Press PRINT to print the last line of the paragraph and the return following it.
- Turn on DISK MEMORY and reset the LINES/PAGE to 54.
- Continue printing the document.

Required Page End

Some documents have pages that should always end at the same place. For example, title pages, table of contents pages, and the last page of a chapter should not be combined with other pages when printed.

You instruct the Memorywriter to end the page at a particular point by entering a page end command. Notice the number 2 key has the green words PAGE END above it. When the Memorywriter encounters the page end symbol during printing, it will stop and prompt you with the message: INSERT PAPER

Follow the steps below to practice using page end commands.

ACTION	RESULT
1 **BE SURE** DISK MEMORY is on so the document will be recorded.	
2 **SET** the line spacing at 1.	
3 **TYPE** the title page shown below, then continue on the next page.	

```
PAGE FORMATTING
By Helen Bailey
October 6, 1982
```

Required Page End — continued

ACTION | **RESULT**

4. **HOLD** down [shift] and press [@ 2] to enter a page end command.

   The page end symbol appears.
   tober 6, 1982

5. **TYPE** the next page of the document shown below. (End each paragraph with two returns.)

> The format of a document is commonly thought of as the left and right margin settings, the tab settings and the line spacing. Formatting also includes other aspects.
>
> The amount of white space at the top and bottom of a page is part of the document's format. In addition, centered headings and the inclusion of page numbers can also be considered part of the format.

6. **HOLD** down [shift] and press [@ 2] to enter a page end command.

   The page end symbol appears.
   f the format.

7. **TYPE** the reference page shown below.

Reference

Minot Manual of Style, Prentice and Prentice Publishing Company, 1980, New York, New York.

Now that the document is typed, you can print a copy of it to see how the page end commands work.

ACTION	RESULT
8 **INSERT** paper in the typewriter.	
9 **PRESS** PRINT LINES PG to start printing the document.	*The title page will print and then the message* INSERT PAPER *will display.*
10 **INSERT** another sheet of paper and press PRINT LINES PG to print the next page.	
11 **INSERT** another sheet of paper and press PRINT LINES PG to print the last page of the document.	
12 **STORE** the document under the title **format**	

Reviewing What You've Learned

- To print a document with a justified (even) right margin, turn on JUSTIFY before you print.
- HYPHEN scan is used when lengthy words need to be hyphenated to make the right margin more even. HYPHEN scan can also be used to reduce the white space between words on justified print outs.
- When using HYPHEN scan, the word to be hyphenated will appear over the display pointer. FWD and RVRSE are used to position the pointer where the hyphen should be, then a hyphen is typed. (If you don't want to hyphenate the word, RETURN is pressed.)
- The LINES/PAGE option should be changed to the number of lines per page when printing a lengthy document.
- A required page end command can be inserted in a document at the location where a page should always end.
- When the message INSERT PAPER appears, the DISK MEMORY switch is automatically turned off so you can type a page number without recording it in the document.

MORE ABOUT EDITING DOCUMENTS

In this section, you'll learn more about the Memorywriter's features for editing documents. You'll learn to quickly locate the text to be edited and to move, copy or delete blocks of text.

All of these features are on the Base System disk, so be sure the Base System instructions are loaded before you begin.

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FINDing Text in a Document

You've already learned how to locate text in the display using the FWD and RVRSE keys.

The FIND key can be used to find (locate) text automatically. All you need do is press the FIND key and type the text you want to find. The Memorywriter will then quickly search forward in the document from the position of the pointer until it finds text that matches the text you typed. This method of locating text is faster than pressing FWD.

Follow the steps below to practice using FIND while editing the document you typed earlier and stored under the title "perfection". The first editing change is in front of the word "beautiful", so that's the word you'll tell the Memorywriter to find.

```
                                          truly
The woodlands in springtime are beautiful to see. Adorned with
flowers and green leaves, the woods bring to mind that life can be
full of beauty and pleasure. Even the bird's songs sound happier in
the spring!

Next spring, why not take time to go for a walk in the woods?
Depending on where you live, this may be easily arranged or require
some effort. However, seeing the woods in spring is an experience
well worth the time and effort it takes to arrange.
```

ACTION	RESULT
1 **RECALL** the document **perfection**	The w *appears in the display.*
2 **PRESS** [FIND RPLCE] to begin finding the word "beautiful".	FIND: *appears in the display, asking you what text you want to find. The* SPECIAL ENTRY *light also turns on.*
3 **TYPE** the word **beautiful** (If you make an error, use the ERASE key — the word must be typed exactly as it's recorded in the document.)	FIND: beautiful *appears in the display.*
4 **PRESS** [FIND RPLCE] again to find the word.	PLEASE WAIT *appears in the display as the Memorywriter searches forward through the document for the word.* springtime are beaut *appears in the display. The word "beautiful" is to the right of the pointer.* *Note: If the Memorywriter cannot find the word,* NOT FOUND *will appear in the display and the printer will be at the end of the document. Press* STOP *and repeat the* FIND *instruction, typing the word* **exactly** *as it appears in the document.*
5 **CONTINUE** on the next page.	

ACTION	RESULT
6 **TYPE** the word **truly** and a space.	time are truly beaut *shows in display.*
7 **TELL** the Memorywriter to find the words **time and** as follows: — Press [FIND RPLCE] — Type **time and** — Press [FIND RPLCE] again	*Notice* FIND: beautiful *appears in the display until you start typing new text. If you wanted to search to the next occurrence of the same word, you could simply press* FIND *again without retyping the word.*
8 **HOLD** down [ ] and press [FWD] to erase the words "time and".	
9 **GO TO** the start of the document.	
10 **TURN ON** [AUTO RETURN] if not already on, so the line endings will be adjusted.	
11 **PRINT** the document.	
12 **LEAVE** the document in the display for the next exercise.	

Finding and Replacing Text

There are times when a word appearing several times in a document must be changed. Perhaps it's a name that was misspelled (e.g., Smith should be Smythe), or an abbreviation must be spelled out (e.g., Inc. should be Incorporated).

The Memorywriter can make this kind of change automatically for you.

The Memorywriter will look for and change the exact characters typed in the find command with the characters typed in the replace command. You can enter up to 15 characters in the find command and up to 45 characters in the replace command.

Follow the steps below to find and replace the word "spring" with the word "summer". (The document **perfection** should still be in your display.)

```
The woodlands in springtime are truly beautiful to see. Adorned with
flowers and green leaves, the woods bring to mind that life can be
full of beauty and pleasure. Even the bird's songs sound happier in
the spring!

Next spring, why not take time to go for a walk in the woods?
Depending on where you live, this may be easily arranged or require
some effort. However, seeing the woods in spring is an experience
well worth the effort it takes to arrange.
```

change spring to summer

Finding and Replacing Text — continued

ACTION	RESULT
1 **GO TO** the start of the document.	
2 **PRESS** [FIND RPLCE] to start the find.	FIND: time and *appears in the display and the* SPECIAL ENTRY *light turns on.*
3 **TYPE** the word **spring**	FIND: spring *appears in the display.*
4 **HOLD** down [⇧] and press [FIND RPLCE] to tell the Memorywriter you want to find **and** replace the word.	REPLACE WITH: *appears in the display.*
5 **TYPE** the word **summer**	REPLACE WITH: *appears in the display.*
6 **PRESS** [FIND RPLCE] again.	PLEASE WAIT *appears in the display as the Memorywriter searches through the document replacing all occurrences of the word "spring" with "summer".* *The end of the document will appear in the display when all occurrences of the word have been found and replaced.*
7 **PRINT** the document.	
8 **LEAVE** the document in the display for the next exercise.	

Note: The Memorywriter will look for and change the exact characters typed in the find command. For example, if you tell the Memorywriter to change all occurrences of the word "it" to "the car", the Memorywriter would change words such as "**it**ch" to "**the car**ch" and change "defin**ite**" to "defin**the car**e". To avoid having the wrong words replaced, be sure you type enough characters in the FIND command to make the text unique. In this case, you could tell the Memorywriter to find " it " (space, **it,** space).

If the Memorywriter cannot find the text, you'll see the message NOT FOUND. The Memorywriter could not find the text for one of the following reasons:

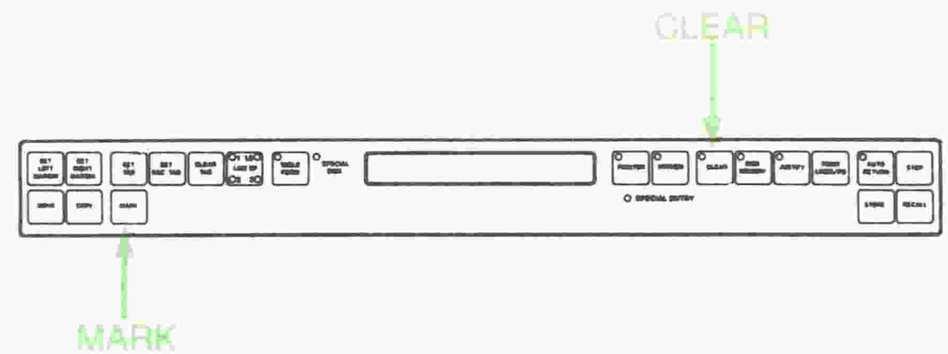
- The display pointer was after the word to be found when FIND was pressed. (The Memorywriter searches forward from the position of the pointer.)
- The word was misspelled in the document but spelled correctly in the FIND instruction or vice versa.
- The word was typed lowercase in the document but was typed uppercase in the FIND instruction or vice versa.
- The word was not in the document currently in the display.

To search for a word after getting the NOT FOUND message, simply press FIND and type the word correctly. Since the end of the document is in the display, the Memorywriter will automatically go back to the beginning and search through the document.

9 **LOOK** at pages 44 through 46 of the 630 Reference Manual. You can refer to this any time you need help using FIND on your own documents.

Erasing Blocks of Text

Single characters and words can very easily be erased from a document in memory. When you want to erase large portions of text such as sentences, paragraphs, etc., erasing by character would be time consuming.



The MARK switch

is used to mark the beginning and end of the block of information to be erased. Once you've marked the beginning and end of the information, all of that information can be erased at one time. The CLEAR switch

is used to give the erase command.

The steps below will show you how to erase the last two sentences in the document **perfection**.

```
The woodlands in summertime are truly beautiful to see. Adorned
with flowers and green leaves, the woods bring to mind that life can
be full of beauty and pleasure. Even the bird's songs sound happier in
the summer!

Next summer, why not take time to go for a walk in the woods?
Depending on where you live, this may be easily arranged or require
some effort. However, seeing the woods in summer is an experience
well worth the effort it takes to arrange.
```

Delete

When marking blocks of text, you can include symbols such as returns and tabs in the block if you want to erase the symbols. Or, you can mark just the text, excluding the symbols. In the steps below you'll leave the return symbol at the end of the document by excluding it from the block of marked text. The document **perfection** should still be in the display from the last exercise.

ACTION	RESULT
1 **POSITION** the display pointer to the **left** of the word "Depending". (Use either the FIND command or the FWD and RVRSE keys.)	in the woods? Depen
2 **PRESS** MARK to mark this as the beginning of the block of text.	PLEASE WAIT *appears and then the mark symbol* ⚓ *appears in the display marking the beginning of the block of text.* in the woods? ⚓ Depen kes to arrange.
3 **PRESS** FWD until the period (.) after the word "arrange" is to the **left** of the pointer.	
4 **PRESS** MARK to mark this as the end of the block of text.	PLEASE WAIT *appears and then the mark symbol* ⚓ *appears, marking the end of the block of text.* es to arrange. ⚓
5 **CONTINUE** on the next page.	

Erasing Blocks of Text — continued

ACTION	RESULT
6 **PRESS** CLEAR to tell the Memorywriter you want to erase the block of text.	*The* CLEAR *light turns on.*
7 **PRESS** CLEAR again.	PLEASE WAIT *appears in the display. When the* CLEAR *light turns off, all of the text between the two marks is erased.*
8 **PRINT** the document.	
9 **LEAVE** the document in the display for the next exercise.	

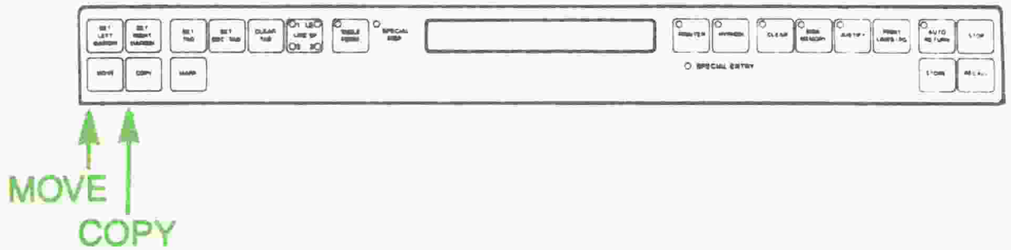
Note: If you forget to mark the block of text to be erased **before** pressing the CLEAR switch, the entire document will be erased. The message CLEAR DOCUMENT? will be displayed when CLEAR is pressed with no text marked. Should you see this message press STOP, then mark the text you want to erase, and press CLEAR twice.

Copying and Moving Text within a Document

Information in a document can be moved to a new location. In the example below, the last paragraph is to be moved in front of the first paragraph. Information can also be copied (repeated) within the same document. When you copy information, it will appear in both the original location and the new location. When you **move** information, it will appear only in the new location. Up to 5,000 characters can be moved or copied at one time.

You'll use the MARK switch to mark the beginning and end of the block of information to be moved or copied.

The COPY and MOVE switches are used to tell the Memorywriter to copy or move the marked block of information. Follow the steps below to move a sentence in the document **perfection**.




```
The woodlands in summertime are truly beautiful to see. Adorned
with flowers and green leaves, the woods bring to mind that life can
be full of beauty and pleasure. Even the bird's songs sound happier in
the summer!

Next summer, why not take time to go for a walk in the woods?
```

Moving Text within a Document

ACTION	RESULT
1 **POSITION** the display pointer to the **left** of the words "Next summer". (Use either the FIND command or the FWD and RVRSE keys.)	n the summer! Next s
2 **PRESS** MARK to mark the beginning of the block of text to be moved.	PLEASE WAIT *appears and then the mark symbol appears, marking the beginning of the text to be moved.* the summer! Next
3 **POSITION** the display pointer at the end of the sentence to be moved, including the return.	in the woods?
4 **PRESS** MARK again to mark the end of the text to be moved.	PLEASE WAIT *appears and then the mark symbol appears, marking the end of the text to be moved.*
5 **POSITION** the display pointer at the new location for the text — the beginning of the document.	The w

6 **PRESS** MOVE to move the block of text.

PLEASE WAIT *appears in the display and a beep sounds when the Memorywriter has finished moving the text. The moved text will be to the left of the pointer.*

in the woods? The w

7 **TYPE** a return to separate the moved sentence from the next paragraph.

8 **GO TO** the start of the document and print it out.

9 **LEAVE** the document in the display for the next exercise.

Copying Text within a Document

Copying text within a document is also done with the MARK switch. You mark the beginning and end of the text to be copied, position the pointer at the new location for the copy and press the COPY switch. Follow the steps below to copy the last sentence of the document to the first paragraph.

```
Next summer, why not take time to go for a walk in the woods?

The woodlands in summertime are truly beautiful to see. Adorned
with flowers and green leaves, the woods bring to mind that life can
be full of beauty and pleasure. Even the bird's songs sound happier
in the summer!
```

Copy

1 **POSITION** the pointer to the **left** of the two spaces in front of the words "Even the" (You'll copy the spaces along with the sentence.)

```
and pleasure.  Even
```

2 **PRESS** MARK to mark this as the beginning of the block of text to be moved.

PLEASE WAIT *appears and then the mark symbol appears, marking the beginning of the text to be moved.*

```
nd pleasure.  Even
```

3. **POSITION** the pointer to the **right** of "summer!" Do not include the return.

in summer!

4. **PRESS** MARK to mark this as the end of the block of text to be moved.

PLEASE WAIT *appears and then the mark symbol appears, marking the end of the text to be moved.*

5. **POSITION** the pointer at the new location for the text — to the **right** of the question mark after the word "woods?"

in the woods? The

6. **PRESS** COPY to copy the sentence to its new location.

PLEASE WAIT *appears as the text is copied. When the Memorywriter has finished copying the text, a beep will sound and the copied text will be to the left of the pointer.*

in summer! The

7. **GO TO** the start of the document and print the document. (Be sure AUTO RETURN is on so line endings will adjust.)

8. **STORE** the document.

Copying text from Document to Document

Text can also be copied from one document to another document on the same disk without having to retype it. When you copy information from one document to another, you first tell the Memorywriter where in the document the copied information will be placed. Then you tell the Memorywriter what is to be copied. Information can be copied into an existing document on the disk or into a new document.

Follow the steps below to copy text from the document "fancy" to the document "format." When copying text from one document to another, **start with the document that is to receive the copy** in the display. You'll mark the location for the text **before** you mark the text to be copied. (If you want to copy the text into a document by itself, open a new "blank" document in the display.)

Research Testing

New Jersey Hardware Division
6/11/82
Quarterly

With the Memorywriter's underline feature, underlining one word or a group of words is very easy and fast.

Use the bold feature whenever it's important to add **emphasis** to a heading, word, or even an entire phrase in any of your documents.

copy

PAGE FORMATTING
By Helen Bailey
October 6, 1982

The format of a document is commonly thought of as the left and right margin settings, the tab settings and the line spacing. Formatting also includes other aspects.

The amount of white space at the top and bottom of a page is part of the document's format. In addition, centered headings and the inclusion of page numbers can also be considered part of the format.

Reference

Minot Manual of Style, Prentice and Prentice Publishing Company, 1980, New York, New York.

ACTION	RESULT
1 **RECALL** the document **format** to the display.	PAGE
2 **USE** [FIND RPLCE] to search to the word **Reference** (which is where the copy of the text will go).	
3 **USE** [RVRSE] to position the pointer to the **left** of the page end symbol.	of the format. Refe
4 **HOLD** down [⊖] and press [MARK] to mark the location for the copied text.	*The mark symbol appears in the display, telling the Memorywriter this is where the copied text will go.* the format. Refer
5 **RECALL** the document with the text to be copied as follows: — Press [RECALL] — Type the title **fancy** — Press [RECALL]	

Copying Text from Document to Document — continued

ACTION	RESULT
6 **PRESS** FWD or use FIND RPLCE to position the pointer to the **left** of the first paragraph.	Quarterly With
7 **PRESS** MARK to mark the beginning of the block of text to be copied.	PLEASE WAIT *appears in the display. The mark symbol appears, marking the beginning of the text to be copied.*
8 **PRESS** FWD to position the pointer to the **right** of the end of the second paragraph, which is the end of the information to be copied.	of your documents.
9 **PRESS** MARK to mark the end of the text to be copied.	PLEASE WAIT *appears in the display. The mark symbol appears, marking the end of text to be copied.*

10 **PRESS** COPY to copy the text.

PLEASE WAIT *appears in the display as the information is copied from the document "fancy" to the document "format".*

When copy is complete, a beep will sound and the pointer will be at the end of the text copied into the document "format".

ur documents. Refe

The document copied from ("fancy") has automatically been stored. The text in it is untouched, since all you did was make a copy of it for another document.

11 **GO TO** the start of the document and print the document.

The document will print, stopping for you to insert paper at each page end.

12 **STORE** the document.

Making a Copy of a Document on the Same Disk

When you want to change a document **and** keep a copy of it in its original form, you must make a copy of the document before making editing changes.

When you tell the Memorywriter to make a copy of a document, the original is stored and the copy is placed in the display. The pointer can be anywhere within the document when you're copying the entire document.

ACTION	RESULT
1 **RECALL** the document **perfection** to the display.	
2 **PRESS** COPY to tell the Memorywriter you want to copy the document.	COPY DOCUMENT? *appears in the display.*
3 **PRESS** COPY to answer "yes" to the question in the display.	PLEASE WAIT *appears in the display as the Memorywriter copies the document.* *The beginning of the copied document appears in the display when the Memorywriter has finished copying the document.* *The original is stored on the disk under the original number and title.*

4 **STORE** the copy of the document under the title **perfect** as follows:

— Press STORE

— Type the title **perfect**

— Press STORE again.

5 **PRINT** a list of the titles on disk to see both documents as follows:

— Hold down ⊖ and press)0

Note: The Memorywriter cannot store two documents under the same title. Therefore, whenever you make a copy of a document, you'll need to store the copy under a new title.

If you see numbers without titles in your list of titles, these could be documents you stored without typing a title or "blank" documents that were stored when the disk was removed while DISK MEMORY was still on. You'll learn how to delete unwanted documents later in the training.

Clearing (Erasing) a Document

When you have documents that you no longer need, it's a good idea to clear (erase) them from the disk. This will make room for new documents.

To clear a document, recall it to the display and then use the CLEAR switch.

Follow the steps below to practice clearing the document titled "perfect" from your disk.

ACTION	RESULT
1 **RECALL** the document **perfect** to the display.	Next
2 **PRESS** CLEAR to begin clearing the document from the display.	*The* CLEAR *light turns on to indicate that the document is about to be cleared.* CLEAR DOCUMENT? *appears in the display.*
3 **PRESS** CLEAR again	*The* CLEAR *light turns off and when* PLEASE WAIT *is removed from the display, the document is cleared.*

Note: If you change your mind about clearing a document, pressing STOP before pressing the CLEAR switch a second time will cancel the clear instruction.

If you've typed and printed a document that you don't want to store (perhaps a name and address for an envelope), you can clear it from the display by pressing the CLEAR switch twice without storing.

Reviewing What You've Learned

- The FIND key can be used to quickly locate text in a document. Press the FIND key, type the text **exactly** as it appears in the document, and press FIND again.
- The FIND key can also be used to find and replace all occurrences of words in a document, as follows:

  — Press FIND

  — Type the text to be replaced

  — Hold down FEATURES and press FIND

  — Type the new text

  — Press FIND again.
- When using the FIND key, be sure you type enough text in the find instruction to make it unique. (Perhaps include the space before or after the word.)
- If you want to save the original document, make a copy of it **before** you edit it. To copy a document, recall it to the display and press COPY twice. When you store the copy, give it a new title.

Reviewing What You've Learned — continued

- Blocks of text can be moved or copied within a document. To move or copy text within a document, use the MARK switch to mark the beginning and end of the block, then move the pointer to the new location and press either the MOVE or COPY switch.
- Blocks of text can be copied from one document to another. When copying text from one document to another, **first** MARK the new location for the text, then MARK the text to be copied and press the COPY switch.
- Blocks of text can also be erased. Use the MARK switch to mark the beginning and end of the text, then press the CLEAR switch twice.
- When marking blocks of text, include any symbols (such as returns or tabs) if you want the symbols to be moved, copied or erased with the text.
- A document can be erased (cleared) by recalling it to the display and pressing the CLEAR switch twice.
- If you see the CLEAR DOCUMENT message and do **not** want to erase the entire document, press the STOP switch.

MORE ABOUT SETTINGS

In this section, you'll learn more about changing and adding settings in the middle of a document. You'll also learn how to save settings for future use.

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More About Editing Settings Blocks 75

Changing Settings in the Middle of a Document 76

Saving Settings 77

Recalling Saved Settings 78

Clearing Saved Settings 79

Adding Settings

With the Xerox 630 Memorywriter, you can record as many different settings changes in a document as you need. You can enter these settings changes when the document is first typed or when you edit it.

Recorded settings blocks control the layout of the document. For example, the document you typed earlier and titled **perfection** contains margin settings but no tabs. To indent the first line of the last paragraph, you could add a tab setting to the first settings block in the document or set the tab at the beginning of the last paragraph.

```
Next summer, why not take time to go for a walk in the woods? Even
the bird's songs sound happier in the summer!

The woodlands in summertime are truly beautiful to see. Adorned
with flowers and green leaves, the woods bring to mind that life can
be full of beauty and pleasure. Even the bird's songs sound happier in
the summer!
```

ACTION	RESULT
1 **RECALL** the document titled **perfection**	
2 **POSITION** the display pointer to the **left** of the words "The woodlands" at the beginning of the second paragraph.	n the summer! 3 5 1 The w *appears in the display.*

3. **TURN** PRINTER on.
4. **SPACE** over five spaces and set a tab.

   A beep sounds and a settings block appears in the display to show the tab is recorded.
5. **PRESS** RETURN END INDNT to complete the setting.
6. **PRESS** TAB to indent the first line of the paragraph.

   A tab symbol → appears in the display.
7. **GO TO** the beginning of the document.
8. **MAKE** sure AUTO RETURN is on so line endings will be adjusted.
9. **PRINT** the document.
10. **LEAVE** the document in the display for the next exercise.

Note: It's important to remember that settings blocks only affect the text in a document from the position of the settings block forward. So, for example, if you wanted a tab setting to be used for text throughout a document, you must set the tab at the very beginning of the document.

More About Editing Settings Blocks

Settings blocks can be erased from documents using the ERASE FWD command. However, it is very easy to accidentally erase a setting that you need. It is usually best to leave the current settings blocks in the document and simply add a new settings block to the right of the existing ones. Since Memorywriter uses the last settings block read, you text will print with the new setting.

In the next exercise, you are going to delete the settings block with the tab in it so that you can see the importance of a settings block and how it controls the text that follows it.

ACTION	RESULT
1 **GO TO** the start of the document.	
2 **PRESS** [FIND RPLCE]	
3 **PRESS** [TAB] to search for the tab symbol at the beginning of the second paragraph.	FIND: → *appears in the display.*
4 **PRESS** [FIND RPLCE] again.	*The* PRINTER *turns off and the Memorywriter locates the tab symbol in the document.*
5 **PRESS** [RVRSE] seven times to move the pointer to the **left** of the spaces and the settings block.	*The display shows:* n the summer!
6 **HOLD** down [ ] and press [FWD] seven times to erase the spaces, settings block and return (but not the tab symbol).	*The settings block* ≡ *is erased and the tab instruction* → *remains at the beginning of the line. The display shows:* n the summer! → The

7 **GO TO** the beginning of the document and print the document.

Notice that the Memorywriter tabs to the right margin because the tab instruction is still at the beginning of the paragraph but there is no tab set in a settings block.

To correct the document, follow the steps below to put a tab setting back in the document.

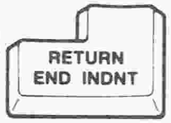
8 **POSITION** the pointer to the left of the tab symbol in front of the second paragraph.

summer! → The

9 **TURN** on

, space over five spaces and set a tab.

A beep sounds and the spaces and a settings block appears in the display.

10 **PRESS** 

to complete the setting.

11 **GO TO** the beginning of the document.

12 **BE SURE**

is on and print the document.

13 **STORE** the document.

Changing Settings in the Middle of a Document

There will be times when you need to change a setting in the middle of a document. Perhaps a paragraph will need different line spacing or perhaps you need to type columns that require different tab settings. These setting changes can easily be added to document. Just remember, the setting change will affect the text in the document from the position of the settings block forward.

Settings blocks should be recorded at the left margin, to ensure that the new settings affect the entire line of text where the change is made.

The following exercise will give you practice in changing a setting in the middle of the document "margins" typed earlier. Rather than erase the old settings blocks, you'll simply add new ones to the right of them.

ACTION	RESULT
1 **RECALL** the document **margins**	
2 **PRINT** the document so you can see what it looks like.	
3 **PRESS** [FIND RPLCE] so you can search to the beginning of the second paragraph.	*The display goes blank except for the word* FIND:
4 **TYPE** the word **Note:**	FIND: Note: *shows in the display.*

5 **PRESS** FIND RPLCE again.

The Memorywriter goes back to the beginning of the document and searches forward until it finds the word "Note:" in front of the second paragraph.

e1. Note: *shows in the display.*

6 **TURN ON** PRINTER and turn **off** AUTO RETURN so you can set new margins and tabs.

7 **PRESS** the spacebar five times and set a new left margin.

Spaces and a new settings block appear in the display.

8 **PRESS** the spacebar approximately 30 times and set a new right margin.

Spaces and a new settings block appear in the display.

9 **PRESS** 1 1.5 LINE SP 2 3 to change line spacing to 1½.

A new settings block appears in the display.

10 **PRESS** RETURN END INDNT to complete the settings.

11 **GO TO** the beginning of the document.

12 **TURN** on AUTO RETURN so line endings will adjust to the new margins.

13 **CONTINUE** on the next page.

Changing Settings in the Middle of a Document — continued

ACTION	RESULT
14 **PRINT** the document.	
15 **STORE** the document.	

It's important to remember that settings blocks affect everything recorded in a document after (to the right of) the settings block, **up to** the next settings block. Therefore, when you want to change a setting for one paragraph in the middle of a document, you'll need to record the new setting in front of the paragraph and then change back to the old setting after the paragraph.

The example below shows where the settings blocks should be recorded to change the settings for a paragraph in the middle of a document.

```
→ 1.1 Paragraph 23 of Article 126 specifically prohibits
      the use of possession of fire arms on park property
      by private citizens.

→ Exceptions to Paragraph 23 of Article 126 have been made in cases where
  shows or displays are held during fairs and public gatherings when petition
  to the Office of Parks has been made 30 days in advance of the event.

→ 1.2 Paragraph 24 of Article 126 specifically prohibits
      the use or possession of alchololic beverages on park property
      between 12 midnight and 10 a.m.
```

Saving Settings

So far you've learned how to set margins, tabs and linespacing and record them in a document. You can also instruct the Memorywriter to save the settings by themselves (not in a document). Saving settings does not erase them from the document; it simply copies them onto another area of the disk.

You may have settings that you use over and over for different documents. For example, you may use one set of margins and tabs every time you type interoffice memos, and then use another set of margins and tabs when you type letters.

The settings you use frequently can be saved so that you can recall them any time you need them. This eliminates the need to repeat the set-up process for margins, tabs, and line spacing.

Settings are saved by typing a title and giving the SAVE command. Notice the AUTO INDNT key has the green label SAVE SETTING above it. The setting will be saved (recorded) separately from the document in the display. (This will not erase it from the document in the display.) DISK MEMORY can be on or off when you save settings, however a recording disk must be inserted. In the following exercise, you'll save the settings that are currently in the typewriter.

ACTION	RESULT
1 **HOLD** down [ ] and type **format-1** to title the setting. (It is not necessary to hold [ ] down after you type the first letter.)	*The* SPECIAL ENTRY *light turns on and* format-1 *appears in the display but nothing prints.*
2 **PRESS** [+ =] to indicate "this title equals. . ."	
3 **CONTINUE** on the next page.	

ACTION	RESULT
4 **HOLD** down [ ] and press [AUTO INDNT] to finish saving the setting	PLEASE WAIT *appears in the display and the setting is saved. The* SPECIAL ENTRY *light turns off when the setting has been saved.*

Note: The setting title can be one to eight characters. The first character must be alphabetic (a-z) and there can be no spaces in the title.

The Memorywriter saves settings in a special area on the disk. This same area is also used for stored phrases (explained in the next section). When you print a list of the titles on a disk, the saved settings titles will appear at the end of the list.

5 **HOLD** down [ ] and press [0] to print a list of titles.

The list of titles prints, with the saved setting at the end. The number of CHARACTERS LEFT *refers to the amount of room left on disk in the area where settings and phrases are stored.*

```
 010/format
*011/
----------------
 062-063 PAGES LEFT
----------------
format-1
----------------
 3890 CHARACTERS LEFT
```

Stored Documents

Pages Left for Documents

Saved Settings

Characters Left for Settings and Phrases

Recalling Saved Settings

After you've saved a setting, it can be recalled as many times as you need it. For this exercise, you'll change the margin, so you can see the carrier move when the saved setting is recalled into the typewriter. (Note that the RECALL switch is not used to recall saved settings.)

ACTION | **RESULT**

1. **MAKE SURE** PRINTER is on.
2. **PRESS** the spacebar ten times and set a new left margin.
3. **PRESS** 1 1.5 LINE SP 2 3 select double (2) spacing.
4. **PRESS** RETURN END INDNT to complete the setting.

Now you're ready to recall the setting and watch the margin and line spacing change.

5. **HOLD DOWN** and type **format-1** (It is not necessary to hold down after you type the first letter.)

   This is the title you gave the setting when you saved it. The title appears in the display. The SPECIAL ENTRY *light turns on.*

6. **PRESS** the spacebar once to recall the setting.

   The SPECIAL ENTRY *light turns off. Notice the left margin moves and the line spacing is reset to 1.5.*

Clearing a Saved Setting

Once a setting has been stored, it will remain on the disk until you clear it. Saved settings can be cleared (erased) from the disk when they are no longer needed to make room for new saved settings.

ACTION	RESULT
1 **HOLD** down and type **format-1** (It is not necessary to continue to hold down after the first letter is typed.)	*The* SPECIAL ENTRY *light turns on and the title appears in the display as you type it.*
2 **PRESS** + =	*The Memorywriter will beep once to tell you it has located the saved setting.* *Note: If you hear two beeps, the title could not be found. Retype the title exactly as it appears on the list titles.*
3 **PRESS** CLEAR	*The* CLEAR *light turns on, asking if the setting is to be cleared.*
4 **PRESS** CLEAR again	
5 **PRINT** a list of titles to see that the setting has been cleared from the disk.	*The* CLEAR *and* SPECIAL ENTRY *light turn off the saved setting is cleared.*

Reviewing What You've Learned

- A settings block affects the text in the document from the position of the settings block forward.
- When changing settings, it is best to add the new settings to the right of the existing settings blocks, rather than erase the old settings blocks.
- The margin, tabs, and line space settings you use frequently can be saved on disk and recalled whenever you need them. (Saving settings records them on disk, but does not remove them from the typewriter.)

  (Helpful hint: Since the Memorywriter goes back to standard settings whenever it is turned off or the Base System disk loaded, you may want to save the settings you're using at the end of the day, then recall them again in the morning.)
- DISK MEMORY does not have to be on when you save settings, but the Base System instructions must have been read into the Memorywriter and a recording disk inserted in the disk slot.

DISKS

In this section, you'll learn tips for working with disks, how to copy the information on one disk to another disk, how to erase disks, and what to do when a disk becomes full.

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The Base System Disk 81

The Options Disk 82

Copying a Document 82

Copying Disks 83

Deleting an Entire Disk 85

Disk Full Warning 85

Suggestions for Working with Disks

Listed below are some suggestions that will help you use disks to your best advantage.

— **Organize your disks** — Always keep a current print out of the list of titles on a disk with the disk. The list of titles will help you quickly locate documents when you need to edit or print them.

You may find it helpful to organize your disks by subject matter and have one disk for letters, another for reports, another for sales invoices, etc. Or, depending on the type of work you do, it may be more helpful to separate disks by author and have one disk for each person's work.

— **Don't fill a disk completely** — Each recording disk can hold 255 document titles and approximately 69 pages of typing. (The actual number of pages will be less if your pages have a lot of type on them.)

It's important to print a list of titles regularly and check to be sure the disk is not getting too full. You should always leave 5 to 7 pages of room on the disk to allow for editing changes to recorded documents. If you forget to check the room on the disk and fill it completely, the Memorywriter will sound warning beeps and display a DISK FULL message, as explained on page 85.

Suggestions for Working with Disks — continued

— **Make copies of important disks** — It's a good idea to make a back-up copy of disks that contain important information. Mishandling, dust, dirt, magnets, or a machine malfunction can damage your disks. The instructions on page 83, step you through making a back-up copy of the Base System disk. You can use the same procedure for copying recording disks that contain important documents.

— **Check the display messages** — Through the display, the Memorywriter gives you important information about disks. For example, the message INSERT DISK Ø tells you that you've attempted to use a feature that must be loaded for the Base System disk, and the message CHECK DISK tells you that the disk may be inserted incorrectly or may need to be prepared.

A complete list of messages is given in the DISPLAY MESSAGES section of the Reference Manual. Whenever you see a message you do not understand, refer to that section to find out what the message means and what you should do next.

The Base System Disk

The Base System disk contains the instructions that tell the Memorywriter how to perform your typing tasks. Without the Base System Disk, you could use the Memorywriter like a typewriter without any special features. With the Base System disk, you can use the Memorywriter to record your typing and to perform tasks such as centering automatically.

The chart below shows what you can do with the Memorywriter when the Base System disk is not loaded, when it is loaded and when DISK MEMORY is turned on.

Basic Features available without disks:	Features available with Base System disk:	Features available with DISK MEMORY switch on:
• Setting Margins • Setting Tabs • Clearing Tabs • Selecting Linespacing • Setting A Tab Grid • ERASE • BKSP 1/2	• All **Basic Features** plus: • Bolding • Underlining • Table • Centering • Auto Carrier Return • Right Flush • List Titles • Index/Reverse Index • Auto Indent • Store/Recall Phrases • Store/Recall Settings	• All of the features available with the Base System disk plus: • Store Documents • Recall Documents • Print Documents • Unlimited Revision Capability • Lines/Page • Page End • FWD • ERASE FWD • Find/Replace Text • Copy and Move Text • Auto Stop

The Options Disk

The Options Disk contains separate sets of instructions to the Memorywriter for performing tasks that you may not use every day. Listed below are the option numbers that you type to respond to the Options disk's message ENTER OPTION #:

1 = Prepare Disks

This option is used to prepare new disks for recording in the Memorywriter. This option can also be used to erase an entire disk when the information is no longer needed. See page 69 in the Reference Manual for instructions on using this option.

2 = Recover Disk

The Recover option can help you get back information on a disk that has been damaged. See page 72 in the Reference Manual for instructions on using this option.

3 = Copy Disks

This option you'll use to make back-up copies of important disks. The following pages include a practice exercise for copying a disk. Page 31 of the Reference Manual also contains the instructions for using this option.

4 = Copy Phrases

When you want to copy phrases and saved settings from one disk to another, you'll use this option. See page 37 in the Reference Manual for instructions on using this option.

5 = Copy Document

When you want to copy a document from one disk to another, you'll use this option. See page 32 in the Reference Manual for instructions on using this option.

Copying a Document

Documents can be copied from one disk to another. The instructions for copying documents are on the Options disk. You'll need to load the Options disk and select option 5 before you copy a document.

When copying a document, the disk you copy to must be prepared before you begin the copy process. If you don't have another recording, skip this exercise.

When the Memorywriter copies a document, it reads the document from the disk and puts it in its "memory". Then it asks you to insert the disk to receive the copy and it records the document from its memory onto the disk.

ACTION	RESULT
1 **INSERT** the Option (blue label) disk.	*The message* ENTER OPTION *will appear when the disk is loaded.*
2 **WAIT** for the ENTER OPTION # message.	
3 **PRESS** [% 5] the option number for copying a document.	COPY DOCUMENT? *appears in the display.*
4 **PRESS** [RETURN END INDNT] to answer "yes".	PLEASE WAIT *and then* INSERT ORIGINAL *appears in the display asking you to insert the disk with the document to be copied.*
5 **CONTINUE** on the next page.	

Copying a Document — continued

ACTION	RESULT
6 **REMOVE** the Options disk.	
7 **INSERT** the recording disk with the document to be copied.	ORIG:###/TITLE: *appears in the display asking for the title of the document to be copied.*
8 **TYPE** the title **perfection**	
9 **PRESS** RETURN END INDNT	INSERT COPY *appears when the Memorywriter has finished reading the document, asking for the disk to be copied to.* IF NOT FOUND *appears, the Memorywriter cannot find the document number or title as typed. Retype the number or title or print a list of titles to verify the document is on the disk.*
10 **REMOVE** the original disk.	
11 **INSERT** the disk which will receive the copy information. (Be sure there is no Write Protect Tape covering the Write Protect Notch.	PLEASE WAIT *appears and then* COPY:###/TITLE: *asking if you want to type a new title for the copied document.*
12 **PRESS** RETURN END INDNT to use the same title for the copied document.	COMPLETE *appears in the display when the copy process is finished.*
13 Remove the disk with the copied document.	ENTER OPTION # *appears in the display.*

Copying Disks

All of the information on one disk can be copied onto another disk. It's a good idea to make a copy of important disks so you'll have a back-up copy should something happen to the original disk.

The Memorywriter's instructions for copying disks are on the Options disk. You'll need to load the Options disk before you can copy a disk.

When the Memorywriter copies a disk, it puts a copy of the disk in its memory and then tells you to remove the disk and insert the disk to receive the copy. It then copies the information from memory onto the new disk. If the disk being copied has a lot of information on it, the Memorywriter will display messages telling you to repeat this process.

It is not necessary to prepare a new disk before you copy another disk to it. The Memorywriter will automatically prepare the disk before it records the copied information. If the disk has been used, the Memorywriter will erase any previously recorded information.

Follow the steps below to make a copy of your Base System disk. You can then put the original disk away in a safe place and use the copy to load Base System instructions back in the Memorywriter.

For this exercise you'll need to get another disk. **Don't use your recording disk, as you'll need it for the remaining training exercises in this manual.** If you don't have another disk, skip this exercise.

Copying disks — continued

ACTION	RESULT
1 **INSERT** the Options Disk and close the latch.	PLEASE WAIT *will appear in the display. After a few seconds a disk identification number will briefly appear and then* ENTER OPTION #: *appears in the display.*
2 **PRESS** [# 3] which is the option number for copying disks.	COPY DISK? *appears in the display, asking if you want to copy a disk.*
3 **PRESS** [RETURN END INDNT] to answer "yes" to the question in the display.	PLEASE WAIT *may briefly appear, then* INSERT ORIGINAL *appears in the display.*
4 **REMOVE** the Options Disk.	
5 **INSERT** the Base System disk (the disk you want to copy.)	PLEASE WAIT *appears in the display while the Memorywriter reads the information from the disk into memory.* INSERT COPY *appears when the Memorywriter is ready to copy the information onto the new disk.*

6. **REMOVE** the Base System disk when you see the message INSERT COPY.

7. **INSERT** a new disk to receive the copy.

PLEASE WAIT *appears while the Memorywriter prepares the disk and then copies the information held in memory onto the new disk. This may take a few minutes depending upon the amount of information to be copied.*

When the information has been copied, you'll see the message RE-INSERT ORIG *indicating that you need to put the original disk back in the Memorywriter so it can copy more information from it.*

8. **REMOVE** the copy disk.

9. **REINSERT** the disk you are copying from (the Base System disk.)

PLEASE WAIT *appears while the Memorywriter copies more information into its memory.*

RE-INSERT COPY *appears when the Memorywriter is ready to copy the information onto the other disk.*

10. **CONTINUE** on the next page.

ACTION	RESULT
11 **REMOVE** the Base System disk and insert the copy disk.	PLEASE WAIT *appears while the Memorywriter copies the information from its memory to the disk.* *When* COMPLETE *appears in the display, the copy process is finished.*
12 **REMOVE** the disk.	ENTER OPTION #: *appears in the display.*
13 **PUT** a "Base System" label on the disk.	
14 **PLACE** the original disk in a safe place and use the back-up copy.	
15 **INSERT** the Base System Copy and wait for the message B.T.-U	
16 **REMOVE** the disk and insert your recording disk.	

Deleting an Entire Disk

When information is no longer needed on a disk you can use the Prepare disk option to erase the entire disk. Earlier in your training you learned to prepare disks for recording in the Memorywriter. When the Memorywriter prepares a disk for recording it also erases the disks. You can use the prepare option to delete the information on a disk and prepare it for new documents.

If you've forgotten how to prepare a disk see your Reference Manual for the procedure.

Disk Full Warning

When approximately 180 characters of disk space are remaining on the disk, the DISK MEMORY light will flash and the Memorywriter will beep once for every character that is typed. When the disk is full, DISK FULL and then PLEASE WAIT will appear in the display. The display will then go blank and the DISK MEMORY light will turn off. When the Memorywriter first begins to beep and DISK MEMORY starts to flash, store the document you are working on then delete documents from the disk that are no longer needed to make space available. (You'll need to delete a whole document, not just a few characters from a document.) Then simply recall the document you were working on and continue typing.

If there are no documents that can be deleted to make space available, you must copy the document onto an empty prepared disk and then recall it and continue working.

WHAT'S NEXT

So far you've learned a lot about using the Memorywriter to record, edit and print documents. You may want to take a break from the training manual and practice using the Memorywriter on some of your own documents. If you forget the steps, you can refer to this manual or to the Memorywriter's Reference Manual, which has a complete list of steps for all features.

The remaining sections of the Training Manual have information on how to type certain kinds of documents. For example, how to type statistical tables, how to type superscripts, how to center headings over a specific point, etc. The Memorywriter has many time-saving features that can be used for these applications.

It is suggested that you look through the remaining sections and learn those features that pertain to your work and the kinds of documents you type. The remaining sections are:

PHRASES — which shows you how to store and recall frequently used text, such as letter closings or signature lines, distribution lists, and frequently typed names and addreses.

MORE FEATURES — which shows you how to use the Memorywriter's special features for typing super and subscripts, backspacing, aligning text at the right, etc.

STATISTICAL TYPING — which shows you how to use decimal tabs to automatically align numbers in columns, and how to use the Memorywriter's table feature for automatic column set-up, centering and underlining.

PHRASES

In this section, you'll learn to use the phrase recall feature to store and then recall text that is used repeatedly in a document.

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Creating Stored Phrases 87

List Titles with Phrases 88

Recalling Stored Phrases 89

Copying Stored Phrases and Settings 91

Clearing Stored Phrases 92

Reviewing What You've Learned 93

Phrases

Frequently, the same information is typed in many different documents. Using the Memorywriter's phrase recall feature, this information can be typed once and then recalled into any document. Examples of stored phrases are:

- Letter closings and signature lines
- Distribution lists
- Today's date
- Lengthy company names
- Frequently typed addresses
- Sentences or paragraphs that are used repeatedly.

If you take a few minutes to think about it, you may have other types of phrases, text or sentences that you type over and over. With the Memorywriter's phrase recall feature, you can keep these phrases right at your fingertips.

Creating Stored Phrases

Phrases are recorded (stored) and recalled differently than documents. A phrase is stored by first titling the phrase and then typing it. Phrases are stored by title only; the Memorywriter does not assign numbers to phrases the way it does to documents. Phrase titles can be typed in lower case only.

It is not necessary to have the DISK MEMORY switch on when storing or recalling a phrase. However, the Base System instructions must have been loaded in the typewriter and a recording disk must be inserted.

Follow the steps below to create a stored phrase. As a general rule, AUTO RETURN should be on when phrases are created. If you type required returns in a phrase and then recall it into a document, the Memorywriter won't be able to adjust the line endings properly.

ACTION	RESULT
1 **TURN ON** AUTO RETURN so the Memorywriter will insert carrier returns for you.	
2 **TURN OFF** DISK MEMORY if it is on, so the phrase won't be recorded in a document.	

Note: If you create a phrase with DISK MEMORY on, the phrase will also be recorded in the document in the display, as well as stored separately as a phrase. Phrases longer than 180 characters must be recorded with DISK MEMORY on.

Creating Stored Phrases — continued

ACTION	RESULT
3 **HOLD** down [ ] and type **folton** to title the phrase. (It is not necessary to hold down [ ] after you type the first letter.)	*The* SPECIAL ENTRY *light turns on. The title appears in the display as it is typed but nothing prints.*
4 **PRESS** [+ =] to indicate "this title equals..."	folton= *shows in the displays.*
5 **TYPE** the following phrase:	

```
Foltonberg Electric Wiring and Building Materials Company
```

6 **HOLD** down [ ] and type the letter **f** (or any other alphabetic key to store the phrase).	PLEASE WAIT *appears in the display. The* SPECIAL ENTRY *light turns off when the phrase has been stored.*

Note The phrase title can be one to ten characters. The first character of the title must be alphabetic (a-z) and there can be **no** spaces in the title

List Titles with Phrases

When a list of titles on the disk is printed, it shows the titles of all recorded documents. It also shows the titles of stored phrases and the amount of room left for storing phrases. After each stored phrase title, you'll also see the first twenty characters of the phrase.

Follow the steps below to print a list of the titles on the disk.

ACTION	RESULT
1 **INSERT** paper in the typewriter.	
2 **HOLD** down and press to give the list title command.	*A list of titles, similar to the one on the top of the next page, prints. Notice the document titles print first, along with the amount of room left for recording documents. Then the phrases print, along with the amount of room left for storing phrases and settings. (The actual document numbers, pages left, and characters may be slightly different on your disk.)*

List Titles with Phrases — continued

```
BASE SYSTEM
-----------------------------
001/address
002/perfection
003/alpine
004/margins
005/fancy
006/indent
007/space
008/speaker
009/hyphen
010/format
-----------------------------
062-063 PAGES LEFT
-----------------------------
folton          =Foltonberg Electric
-----------------------------
3920 CHARACTERS LEFT
```

Instruction disk currently loaded

Document title

Pages left on disk for recording documents

Phrase title and first 20 characters

Characters left on disk for recording phrases and settings

Recalling Stored Phrases

Once you've stored a phrase, it can be recalled any time you need it. DISK MEMORY does **not** have to be on when you recall a phrase if you're not recording your typing. However, the Base System instructions must have been read into the typewriter and the disk with the phrase on it must be in the typewriter.

Follow the steps below to practice recalling the phrase you just stored. For this exercise, you'll turn DISK MEMORY on so the phrase will be recorded in a document.

ACTION	RESULT
1 **BE SURE** AUTO RETURN is on so the line endings will be adjusted.	
2 **TURN ON** DISK MEMORY and set margins at approximately 18 and 72 on the margin scale.	
3 **BE SURE** the line spacing is set at single.	
4 **CONTINUE** on the next page.	

Gentlemen:

We at the Foltonberg Electric Wiring and Building Materials Company invite you to attend a demonstration of our latest line.

We think our new line will be as exciting to you as it is to us at the Foltonberg Electric Wiring and Building Materials Company. Please return the attached reply card.

Sincerely,

John R. Smith, President
Foltonberg Electric Wiring and Building Materials Company

ACTION	RESULT
5 **TYPE** the document **up to** the first arrow. (You may type the document with the printer on or off.)	
6 **HOLD DOWN** [ ] and type **folton** to begin recalling the phrase. (It is only necessary to hold down the [ ] key while you type the first letter of the title.)	*The display goes blank, except for the word* folton *which is the title of the stored phrase. The* SPECIAL ENTRY *light turns on.*

7. **PRESS** the spacebar once to recall the phrase.

The SPECIAL ENTRY *light turns off and the phrase is entered in you document using the current margins.*

8. **CONTINUE** typing the document up to the **second** arrow.

9. **HOLD DOWN** [ ] and type **folton**

The display goes blank, except for the word folton *and the* SPECIAL ENTRY *light turns on.*

10. **PRESS** the spacebar once to recall the phrase.

The SPECIAL ENTRY *light turns off and the phrase is entered in your document using the current margins.*

11. **FINISH** typing the document, recalling the stored phrase when needed.

12. **PRINT** the document.

13. **STORE** the document under the title **letter**

Copying Stored Phrases and Settings

After you've created stored phrases for text you use frequently, you can copy them to other recording disks. This will make the phrases available for recall when you're using other disks. Any saved settings will also be copied when you copy the phrases.

When the Memorywriter copies phrases and settings to a second disk, it erases any phrases and settings (but not documents) previously stored on the second disk. Therefore, you'll need to be sure that you don't have any phrases or settings on the second disk that you need.

Follow the steps below to practice copying phrases. **You'll need another recording disk for this exercise. If you don't have one, skip the exercise.** If you have a recording disk that has not been prepared, follow the steps in the section on "Preparing Disks," before you continue.

The instructions the Memorywriter needs for copying phrases are on the Options disk. So, the first step in copying phrases will be to load the Options disk.

ACTION	RESULT
1 **TURN OFF** DISK MEMORY	
2 **REMOVE** your recording disk.	
3 **INSERT** the Options disk.	*After the Memorywriter has read the Options disk (several seconds), the message* ENTER OPTION #: *will appear in the display.*

ACTION	RESULT
4 **PRESS** [$ 4] to select the option for copying phrases and settings.	COPY PHRASES? *will appear in the display.*
5 **PRESS** [RETURN END INDNT] to answer "yes" to the display question.	INSERT ORIGINAL *appears in the display. ("*ORIGINAL*" is the disk you'll be copying* **from.***)*
6 **REMOVE** the Options disk.	
7 **INSERT** your recording disk that contains the phrase to be copied.	PLEASE WAIT *appears in the display while the Memorywriter reads the phrase into memory.* *A beep sounds and* INSERT COPY *appears when the Memorywriter is ready to record the phrase on the second disk.*
8 **REMOVE** the original recording disk.	

Copying Stored Phrases and Settings — continued

9 **INSERT** a prepared recording disk that is to receive the copied phrase.

PLEASE WAIT appears while the Memorywriter copies the phrase.

A beep sounds and COMPLETE will appear in the display when the copy process is complete.

CHECK DISK will appear in the display if you try to copy a phrase onto a new disk that has not been prepared. Press STOP *and use Option 1 to prepare the disk, then use Option 4 to copy.*

10 **REMOVE** the disk.

ENTER OPTION #: will appear when the disk is removed.

11 **INSERT** the Base System disk to put those instructions back in the Memorywriter

B.T.-V appears when the Memorywriter has completed loading the instructions.

12 **REMOVE** the Base System disk and insert the second recording disk (the disk you copied the phrases to).

13 **PRINT** a list of titles on the second disk so you can see the phrase was copied.

Clearing Stored Phrases

Once a phrase has been stored, it will remain on the disk until you clear it. When stored phrases are no longer needed, they should be cleared from the disk to make room for new phrases or settings.

ACTION	RESULT
1 **HOLD** down [ ] and type **folton** (It is not necessary to continue to hold down [ ] after the first letter is typed.)	*The* SPECIAL ENTRY *light turns on and the title appears in the display as you type it.*
2 **PRESS** [ ]	*The Memorywriter will beep once to tell you it has located the phrase.*
3 **PRESS** [CLEAR]	*The* CLEAR *light turns on, asking if the phrase is to be cleared.*
4 **PRESS** [CLEAR] again	*The* CLEAR *and* SPECIAL ENTRY *light turns off and a beep will sound. The phrase is cleared.*
5 **PRINT** a list of titles to see that the phrase has been cleared from the disk.	

Reviewing What You've Learned

- Frequently used text can be stored as phrases and recalled whenever needed. Common uses for stored phrases are:
    - Letter closings and signature lines
    - Distribution lists
    - Today's date
    - Lengthy company names
    - Addresses
    - Sentences or paragraphs that are used repeatedly

- DISK MEMORY does not have to be on when you store or recall a phrase. However, the Base System instructions must have been read into the Memorywriter and the recording disk containing the phrase must be in the disk slot.
- Stored phrases and settings are recorded in the same area on the disk. There is a total of 4000 characters available in this area for phrases and settings.
- List titles will print stored phrase titles and the first 20 characters of the phrase.
- When copying phrases and settings, the instructions on the Options disk are used. Copying phrases to another disk will erase any previously recorded phrases and settings on that disk.

MORE FEATURES

In this section you'll learn to use more of the Memorywriter's features to speed up your typing tasks and make your documents more attractive.

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Automatically Indenting both Margins

Earlier in the training you learned that using the auto indent feature makes it easy to type indented text. The auto indent feature can also be used to indent the text from the right margin, so that the text is indented an equal distance from both margins.

By pressing the SET RIGHT MARGIN switch after you set the indent, you tell the Memorywriter to indent both margins. The Memorywriter will then set both a temporary left **and** right margin.

Follow the steps below to practice indenting from both margins. For this exercise, you'll turn on DISK MEMORY so the document will be recorded. You can also use auto indent without recording, as long as the Base System disk has been loaded.

ACTION	RESULT
1 **TURN** on DISK MEMORY and AUTO RETURN if not already on.	
2 **BE SURE** PRINTER is on so you can set tabs.	
3 **PRESS** the spacebar five times and set a tab.	*The spaces and a settings block will show in the display.*
4 **PRESS** RETURN END INDNT to complete the setting.	
5 **TYPE** the first paragraph of the text shown below, remembering to let the carrier return for you.	

Block indenting is automatic on the Memorywriter. You tab on the first line of a paragraph, set AUTO INDNT, and the Memorywriter will automatically return to the tab stop on every line.

> When you want to cancel Auto Indent after typing all the indented text, simply hold down the FEATURES key and press the RETURN key to end the indent.

When the end indent command is given the margins will return to their original positions.

6. **PRESS** [RETURN END INDNT] twice at the end of the paragraph.

   Two required return symbols will show in the display after the paragraph.

7. **PRESS** [TAB] to move to indent location.

   A tab symbol will show in the display.

8. **PRESS** [AUTO INDNT] to set the auto indent for the left margin.

   One beep confirms auto indent is set. The auto indent symbol appears in the display.

9. **PRESS** [SET RIGHT MARGIN] to also indent the right margin.

   A beep sounds and a right margin auto indent symbol appears in the display.

10. **CONTINUE** on the next page.

Automatically Indenting both Margins — continued

ACTION | **RESULT**

11 **TYPE** the paragraph below. Remember to let the carrier return for you.

All lines are indented an equal distance from the left and right margins.

```
When you want to cancel Auto Indent after
typing all the indented text, simply hold
down the FEATURES key and press the RETURN
key to end the indent.

When the end indent command is given the margins will return to their
original position.
```

12 **HOLD** down [ ] and press [RETURN END INDNT] to end auto indent and return to the left margin.

A settings block and a required return symbol are shown in the display .

13 **TURN** on [JUSTIFY] (if you like).

14 **PRINT** the document.

15 **STORE** the document under the title **indenting**

Centering Over Any Point

Using the center feature, you can center text automatically between the margins. You can also center text automatically over any point you select (with the exception of the left margin). To do this, simply space or tab to the point where the information is to be centered and give the centering command.

To practice centering between margins and over selected points, you'll record the document on the next page. The steps below will have you set new margins on the margin scale. Since the Memorywriter centers between margins, it is very important to have both the left and right margin set correctly. You'll also set tabs at selected points for centering. This speeds up the centering process when several headings are centered over the same point.

ACTION	RESULT
1 **BE SURE** DISK MEMORY and PRINTER are on.	
2 **TURN** off AUTO RETURN.	
3 **BE SURE** the carrier is at the left margin. If not, press RETURN.	
4 **PRESS** CLEAR TAB to ensure all tabs are cleared from the typewriter.	*A beep will sound and a settings block will appear in the display for the clear tab command.*
5 **SET** a left margin at approximately 20 on the margin scale, and set tabs at approximately 30, 50, and 70, then continue on the next page.	*A beep will sound and a settings blocks will appear as the margin and tab are set.*

ACTION	RESULT
6 **SET** a right margin at approximately 80.	*A beep will sound and a settings block will appear as the right margin is set.*
7 **PRESS** [RETURN END INDNT] to complete the setting.	*A return symbol appears after the last settings block*
8 **CENTER** the heading between the margins as follows: — Hold down [ ] and press [$ 4] — Type: **Research Convention** — Press [RETURN END INDNT] twice	*A center symbol will appear in the display, the* SPECIAL ENTRY *light will go on, and the text will print after you press* RETURN.
9 **PRESS** [TAB] to move to the tab stop.	*A tab symbol appears in the display.*

```
                    Research Convention

Control Group        Discussion          Dinner
    C-24                C-24              Salon
  Morning            Afternoon           Evening
```

ACTION	RESULT
10 **HOLD** down [ ] and press [$ 4] to give the center command.	*The* SPECIAL ENTRY *light turns on and the center symbol* [ ] *appears in the display.*
11 **Type** the words **Control Group**	[ ] Control Group *appears in the display but nothing prints.*
12 **PRESS** [TAB] to move to the next tab stop.	*The text prints centered over the first tab position and a tab symbol* → *appears in the display.*
13 **GIVE** center command and type **Discussion**	[ ] Discussion *appears in the display.*
14 **PRESS** [TAB] to move to the next tab stop.	*The text prints and a tab symbol* → *appears in the display.*
15 **GIVE** center command and type **Dinner**	[ ] Dinner *appears in the display.*
16 **PRESS** [RETURN END INDNT] to end the line.	*The text prints and a required return symbol* [ ] *appears in the display.*
17 **CENTER** the remaining lines on your own.	
18 **STORE** the document under **centering.**	

Right Flush

Information can be "flushed right" (lined up at the right) as in the examples below. Page numbers, titles, roman numerals, table of contents, etc., can be typed using the right flush feature.

To practice using the Right Flush feature, follow the steps below. For this exercise you'll set tabs at the points where right flush will be used.

ACTION | **RESULT**

1. **BE SURE** DISK MEMORY and PRINTER are on.

2. **PRESS** CLEAR TAB to clear all tabs from the Memorywriter.

   A beep sounds and a new settings block appears in the display.

3. **PRESS** the spacebar five times and press SET TAB to set a tab.

A beep sounds and a settings block appears in the display when the tab is set.

4. **PRESS** the spacebar two more times and press SET TAB to set a tab.

A beep sounds and a settings block appears in the display when the tab is set.

5. **PRESS** RETURN END INDNT to complete the setting.

A required return symbol appears after the settings block.

6. **PRESS** TAB three times to move to the tab set by the Memorywriter at the right margin.

Three tab symbols appear in the display.

7. **HOLD** down and press 1 to give the right flush command.

The SPECIAL ENTRY *light turns on and the right flush symbol appears in the display.*

8. **TYPE** the words **Xerox Memorywriter**

Xerox Memorywriter *appears in the display and the carrier backs up, but nothing prints.*

9. **PRESS** RETURN END INDNT to end the right flush command.

A beep sounds, the text prints, and the SPECIAL ENTRY *light turns off.*

10. **CONTINUE** on the next page.

```
                                    Xerox Memorywriter
                                Right Flush Instruction
                                             Section 2

   I.  Introduction
  II.  Section 1
 III.  Section 2
```

ACTION	RESULT
11 **PRESS** [TAB] three times to move to the tab set at the right margin.	
12 **HOLD** down [⇧] and press [!/1] to give the right flush command.	*The* SPECIAL ENTRY *light turns on and the right flush symbol* [1] *appears in the display.*
13 **TYPE** the words: **Right Flush Instruction**	[1] Right Flush Instruction *appears in the display and the carrier backs up, but nothing prints.*
14 **PRESS** [RETURN END INDNT] to end the right flush command.	*A beep sounds, the text prints, and the* SPECIAL ENTRY *light turns off.*

15 **TYPE** the next heading, **Section 2**, on your own.

16 **BE SURE** to end the line with a return.

17 **PRESS** [TAB] to move to the first tab location.

18 **HOLD** down [ ] and press [! 1] to give the right flush command.

The SPECIAL ENTRY *light turns on and the right flush symbol* [1] *appears in the display.*

19 **TYPE** the roman numeral **I.**

[1] I . *appears in the display.*

20 **PRESS** [TAB] to move to the second tab location.

The roman numeral prints.

21 **TYPE** the word **Introduction**

The line prints and the display shows
→ Introduction

22 **PRESS** [RETURN END INDNT] to end the line.

23 **TYPE** the remaining lines on your own.

24 **IF** you like, press [CLEAR] twice to clear the document without storing it.

Using Auto Stop to Stop the Printer

The AUTO STOP feature on the Memorywriter provides another method for you to control printing. When the Memorywriter encounters an auto stop, the printer will stop and the DISK MEMORY switch will automatically turn off.

For example, if you want to type a list of names and addresses to be printed on envelopes, you can record an auto stop command at the end of each address so the printer will stop for you to insert another envelope. Auto stops can also be placed in a document where variable information is to be placed. See page 104 in your Reference Manual for instructions on typing a letter with variable information.

You may also have documents that need to be printed with two different printwheels. (Perhaps you want to use *italics* to emphasize a sentence.) By recording an auto stop command at the point where the printwheel should be changed, you can be sure the printer will stop for you to change the printwheel.

The exercise below will give you practice in entering and using the auto stop command for a printwheel change. If you do not have an italics printwheel to practice with, simply use the printwheel you have.

ACTION	RESULT
1 **TURN ON** DISK MEMORY and AUTO RETURN if not already on.	
2 **TYPE** the following document up to the first arrow.	

This portion of the text could be printed with a 12 pitch printwheel, and this portion of the *text could be printed* with a 12 pitch italics printwheel. The Memorywriter will automatically stop wherever you enter an auto stop so you can change printwheels.

3. **HOLD** down [ ] and press [# 3] to enter an auto stop command.

The auto stop symbol [E] *appears in the display.*

portion of the

4. **CONTINUE** typing up to the second arrow.

5. **HOLD** down [ ] and press [# 3] to enter an auto stop command.

The auto stop symbol [E] *appears in the display.*

6. **TYPE** the rest of the document.

Now you're ready to print the document. The text will print out up to the first auto stop. You can then change printwheels.

Note: When you insert a printwheel, the Memorywriter will automatically check the printwheel pitch. If the new printwheel is a different pitch (e.g., 12 pitch to 10 pitch) the Memorywriter automatically resets the margins and tabs to the new pitch. Therefore, you must reset the tabs and change the margins if you wish to maintain the same printing position.

7. **CONTINUE** on the next page.

ACTION	RESULT
8 **PRESS** PRINT LINES PG to begin printing the document.	*The document prints up to the first auto stop. The printer stops and the* DISK MEMORY *switch turns off. The display is blank.*
9 **REMOVE** the printwheel from the typewriter and put in a different printwheel. See page 6 in the Reference Manual. (If you do not have another printwheel, use the same one.)	
10 **PRESS** PRINT LINES PG to continue printing.	*The* DISK MEMORY *switch turns on and the document prints up to the next auto stop. The printer stops again and the* DISK MEMORY *switch turns off.*
11 **REMOVE** the printwheel from the typewriter and put the original printwheel back in (if you have changed printwheels).	
12 **PRESS** PRINT LINES PG to finish printing.	*The* DISK MEMORY *switch turns on and the rest of the document prints.*
13 **STORE** the document under the title **stop**	

Subscript and Superscript (Index/Reverse Index)

Documents that contain text such as equations or reference numbers require character(s) to be typed above or below the original typing line, like in the practice exercise on the next page.

On a regular typewriter you must manually roll the platen, type the subscript or superscript character and then roll the platen back to the typing line. **If you manually roll the platen on the 630 Memorywriter, it will not record this action in your document.** Therefore, when you print the document again, the Memorywriter will not roll the platen.

The INDEX key [INDEX] is used for typing subscript and superscript text. When you press the INDEX key the platen moves down one fourth of a line. If you hold down the FEATURES key and press INDEX the platen moves **up** one fourth of a line. When DISK MEMORY is on, this action is recorded in your document.

ACTION	RESULT
1 **BE SURE** [DISK MEMORY], [AUTO RETURN], and [PRINTER] are turned on.	
2 **CONTINUE** on the next page.	

H_4 is an example of a subscript and Y^{11} is an example of a superscript.

The formula for projecting the impact of new construction is $X^6 = R_7 + P_a$.

ACTION	RESULT
3 **TYPE** the letter **H**	
4 **PRESS** INDEX to move down 1/4 line.	*The typing line moves down 1/4 line and the index symbol appears in the display.*
5 **TYPE** the number **4**	*The number prints 1/4 line below the "H".*
6 **HOLD** down and press INDEX to move up to the original typing line.	*The platen moves up 1/4 line and the reverse index symbol appears in the display.*
7 **SPACE** once and continue typing up to and including the letter **Y**	

8 **HOLD** down and press INDEX to move up.

The platen moves up 1/4 line. A reverse index symbol appears in the display.

9 **TYPE** the number **11**

The number 11 prints 1/4 line above the line of typing.

10 **PRESS** INDEX to move down to the original typing line.

The platen moves down 1/4 line. The symbol for an index appears in the display.

11 **CONTINUE** typing the rest of the document. (If you accidently move the platen up when you meant to move it down, simply press the to return to the previous typing position.)

12 **PRINT** the document, then store it under the title **index**

Note: Always remember to use the RETURN or INDEX keys to position text — never roll the platen manually. Manually rolling the platen is not recorded in the document.

Backspace (1/2 Backspace)

As you have already learned, the RVRSE key remembers what you did last and backs up (reverses) over that action.

The BKSP 1/2 command ([ ] + [RVRSE]) is used to instruct the printer to back up one-half space. This command can be used, for example, when you tab to a location and want to back up to print something just to the left of the tab. If you press the RVRSE key to back up, the Memorywriter will reverse back in the display only, but if you use the BKSP 1/2 command, the Memorywriter will back up one-half space each time you press the key.

You can use the BKSP 1/2 command to make special characters that are not on the printwheel such as "(Zero) Ø". To practice this, follow the steps below.

ACTION	RESULT
1 **BE SURE** [PRINTER] is on.	
2 **TYPE** the number **0**	
3 **HOLD** down [ ] and press [RVRSE] twice to give the BKSP 1/2 command.	*The printer backs up one-half space each time you give the* BKSP 1/2 *command. Two BKSP 1/2 symbols appear in the display.*

4. **TYPE** a slash "/"

The slash prints on top of the zero.

5. **PRACTICE** using the BKSP 1/2 command on other characters if you like.

6. **PRESS** CLEAR twice to remove the document from the display without storing it.

Note: The printer will back up one-half space when you are using a 10, 12, or 15 pitch printwheel. With a PS (Proportional Spacing) printwheel, the printer will back up 1/60th of an inch.

Special Characters

Your Xerox Memorywriter provides ten special characters. The chart below tells you how to access each of these characters.

You will notice for the "lowercase" special characters that the FEATURES key is pressed while the key is typed. For the "uppercase" special characters, the FEATURES key and the SHIFT key are pressed while the key is typed.

To create:		Use these keys:
±	(plus/minus)	+ ¼ ° ½ ±
°	(degree)	+ SHIFT + ¼ ° ½ ±
§	(section)	+ [¶] §
¶	(paragraph)	+ SHIFT + [¶] §
2	(exponent 2)	+ " 3 ' 2
3	(exponent 3)	+ SHIFT + " 3 ' 2
>	(greater than)	+ : < ; >
<	(less than)	+ SHIFT + : < ; >
®	(registered trademark)	+ ? µ / ®
µ	(mu)	+ SHIFT + ? µ / ®

STATISTICAL TYPING

If you type a lot of statistical tables, imagine how much time could be saved if the typewriter did all the aligning and centering for you. All you'd need to do is type the numbers and headings and let the typewriter do the rest.

On the 630 Memorywriter, aligning numbers within columns and centering headings over columns is done for you automatically!

In this section, you'll learn how to type statistical tables using the decimal tab and TABLE features.

STATISTICAL TYPING

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Centering Headings Over More Than One Column 118
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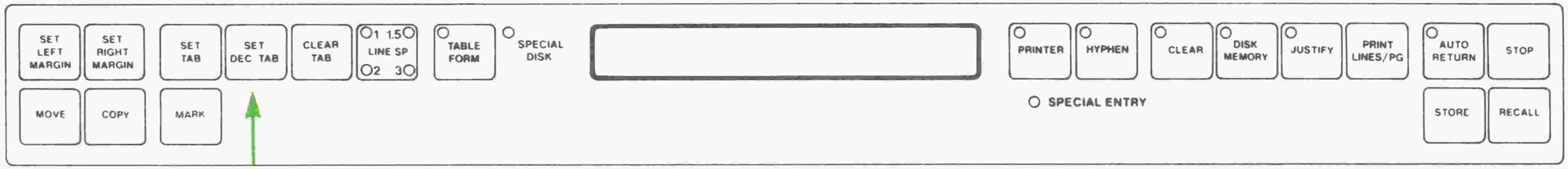
Clearing a Saved Table Setting 124
Editing a Statistical Table 124

Statistical Typing Using Decimal Tabs

On the Memorywriter, Decimal Tabs are used to align numbers automatically. This eliminates counting and spacing to line up numbers and makes statistical typing faster and more convenient than ever before.

The SET DEC. TAB switch

on the left side of the control panel is used to set decimal tabs. Decimal tabs can be used to align whole numbers and percentages, as well as numbers with decimals as shown in the example below.



In this first exercise, you'll learn to set decimal tabs so the Memorywriter will automatically line up numbers in the columns. For the exercise, you'll be given locations for each tab. When typing your own tables, you may set tabs at any location you desire.

100.00	April	2%	200.1
252.78	May	100%	347.546
1.50	August	50%	50.9

ACTION	RESULT
1 **BE SURE** DISK MEMORY and PRINTER are on so you can set tabs and record the document.	
2 **TURN OFF** AUTO RETURN so you can set a new right margin.	
3 **MAKE SURE** you are at the left margin and press CLEAR TAB to clear all tabs from the typewriter.	*A beep sounds and a settings block appears in the display to record the clear tab command.*
4 **SET** a left margin at 18 on the PS/12 margin scale.	*A beep sounds and a settings block appears in the display.*
5 **SPACE** to 21 on the PS/12 margin scale.	
6 **PRESS** SET DEC. TAB to set a decimal tab.	*A beep confirms a decimal tab is set and a settings block appears in the display.* *If you accidentally press the* SET TAB *switch instead of the* SET DEC. TAB *switch, simply press the* SET DEC. TAB *switch to change the "regular" tab to a "decimal" tab.*
7 **CONTINUE** on the next page.	

ACTION	RESULT
8 **SPACE** to 34 on the PS/12 margin scale.	
9 **PRESS** SET TAB to set a regular tab.	*A beep confirms a regular tab is set and a settings block appears in the display. (You are setting a regular tab because you do not want the information in this column flushed at a decimal point).*
10 **SET** two more decimal tabs at 52 and 64 on the margin scale.	*A beep will sound. Spaces and a settings block will appear in the display each time you set a tab.*
11 **SET** a right margin at 72 on the PS/12 margin scale.	*A beep sounds and a settings block appears in the display when the margin is set.*
12 **PRESS** RETURN END INDNT to complete the setting.	

Now that you've set the margins and tabs, you're ready to type the numbers in the table.

100.00	April	2%	200.1
252.78	May	100%	347.546
1.50	August	50%	50.9

13 **PRESS** [TAB] to move to the decimal tab.

The SPECIAL ENTRY *light turns on. A tab symbol appears in the display.*

14 **TYPE** the number **100.00**

The number does not print until you type the decimal. The decimal point will print at the location where the decimal tab was set.

15 **PRESS** [TAB] to move to the next column.

The display shows:

16 **TYPE** the word **April**

Notice that it prints as you type it because it's typed at a regular tab.

17 **CONTINUE** on the next page.

100.00	April	2%	200.1
252.78	May	100%	347.546
1.50	August	50%	50.9

ACTION	RESULT
18 **PRESS** [TAB] to move to the next column.	*The display shows:* → 100.00 → April →
19 **TYPE** the entry **2%**	*The number does not print until you type the percent sign. The percent sign will print at the location where the decimal tab is set.*
20 **PRESS** [TAB] to move to the last column.	
21 **TYPE** the number **200.1**	*The number does not print until you type the decimal.*
22 **PRESS** [RETURN END INDNT] to end the line.	*The display shows:* April → 2% → 200.1

If you make a mistake typing a number at a decimal tab, you can use the ERASE key [⊠] to erase it. If you tab past a decimal tab press ERASE twice and then tab to it again.

23 **CONTINUE** typing the rest of the document by tabbing to each column and typing the entry, then pressing RETURN at the end of each line.

Notice that the Memorywriter automatically aligns the numbers at the decimal point and aligns the percentages at the percent signs.

24 **PRINT** the document.

25 **STORE** the document under the title **stat-a**

Note: When you have a column of numbers that do not have decimal points, you can still use the decimal tab to align the numbers. The numbers will align at the position of the decimal tab and are typed just like numbers with decimal points.

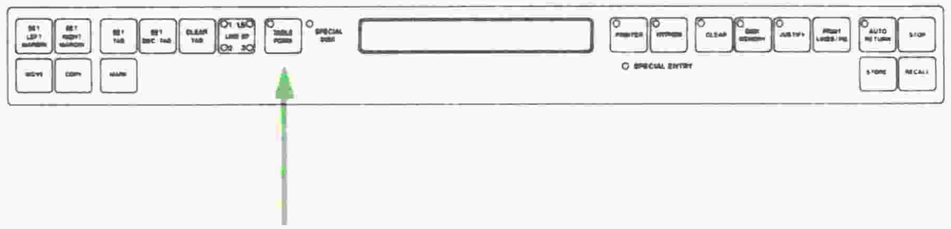
200,000	32,000
3,400	(100)
27	10%
1,840,000	

Percent signs and right parens will also align at the tab (as shown above). If you want the % or) to be positioned to the right of the tab, you can type the number, press PRINT and then type the % or).

If you ever need to type a period in an entry typed at a decimal tab, but **do not** want the period to align on the tab, hold down the FEATURES key and type the period. The symbol for a required period will appear in the display.

TABLE (Automatic Column Set-Up)

One of the most time-consuming tasks in typing a statistical table is figuring the tab positions for the columns. If you do a lot of statistical typing, you probably already have your own method for setting up tables.



The TABLE switch

on the left side of the display can be used to tell the Memorywriter to figure the column positions for you automatically.

To set up column positions automatically, you must tell the Memorywriter how wide the column is (by typing the longest entry) and what kind of tab the column needs (decimal or regular). Once you've told the Memorywriter this information, it will space the columns evenly between the margins set in the typewriter. The Memorywriter can figure up to 29 columns for you.

To practice using automatic column set-up, use the exercise and steps below.

Acme Brick	$58,000.00	100%
XYZ Sign Co.	5,000.00	12%
Jones Trucking	670.50	2%

When figuring the positions for the columns, the Memorywriter will space them evenly between the margins. The margins must be set before turning on the TABLE switch. When the TABLE switch is on, the Memorywriter will only let you set tabs.

ACTION	RESULT
1 **TURN** on PRINTER and DISK MEMORY if not already on.	
2 **SET** margins of 18 and 78 on the PS/12 margin scale.	
3 **PRESS** RETURN END INDNT to complete the margin settings.	
4 **PRESS** TABLE FORM to turn on the table feature.	*The* TABLE *and* SPECIAL ENTRY *lights turn on. Any tabs that were in the typewriter are cleared.*

In the first column of the table above, the text lines up at the left of the column. Therefore, you'll need to set a regular tab for this column and then type the longest entry in the column.

5 **PRESS** SET TAB to indicate this column needs a regular tab.	*The Memorywriter beeps once and a settings block appears in the display.*
6 **TYPE Jones Trucking** (the longest entry in the first column). **Do not** space or press RETURN after the entry.	*The text appears in the display but nothing prints. The Memorywriter knows that this is set-up information only.*

Acme Brick	$58,000.00	100%
XYZ Sign Co.	5,000.00	12%
Jones Trucking	670.50	2%

ACTION	RESULT
7 **PRESS** SET DEC. TAB to set a decimal tab for this column.	*The Memorywriter beeps once. A tab and a settings block appear in the display .*
8 **TYPE** the number **$58,000.00** which is the longest entry in the second column. (Be sure to include the dollar sign, comma, and decimal point.)	
9 **PRESS** SET DEC. TAB to set a decimal tab for the last column.	*A beep sounds. A tab and a settings block appear in the display.*
10 **TYPE** the number **100%** which is the longest entry in the last column.	

11 **PRESS** [RETURN END INDNT] to complete the setting.

The SPECIAL ENTRY *light turns off and a settings block appears in the display. The Memorywriter calculates and sets the tabs for the table, automatically assigning equal space between the columns.*

After you've entered the set-up information, you're ready to type the table itself. Since the first column of the table begins at the left margin **and contains text,** it is not necessary to tab before typing it. The TABLE switch must remain on while you type the table.

ACTION	RESULT
12 **TYPE** the words **Acme Brick**	*The words print as you type them.*
13 **PRESS** [TAB] and type **$58,000.00**	*Nothing prints until you type the decimal point.*
14 **PRESS** [TAB] and type **100%**	*Nothing prints until you type the percent sign.*
15 **PRESS** [RETURN END INDNT] to end the line.	
16 **FINISH** typing the table on your own.	
17 **PRINT** the document again, then store it under the title **stat-b**	

Saving a Table Set-Up

If you frequently type tables with the same number of columns and the same column width, you can save the table set-up and recall it whenever you need it. This can save set-up time when you type your weekly sales reports, monthly financial reports, etc.

When you save a table set-up, you save the set-up information used to calculate the locations for the tabs. When you recall the set-up into a document with different margins, the Memorywriter will calculate the new locations for the tabs so that they will fit between the margins. **It is very important to be sure the margins are set correctly before you recall the set-up.**

The table set-up can be saved after you complete setting up the table or after typing the table before turning off TABLE. In this exercise, you'll save the set-up after the document has been stored.

ACTION	RESULT
1 **RECALL** the document **stat-b** to the display.	*Notice the* TABLE *light automatically turns on when the document is recalled.*

2 **HOLD** down and type: **format-2** to title the setting. (It is not necessary to hold down after you type the first letter.)

The SPECIAL ENTRY *light turns on. The title appears in the display as it is typed but nothing prints.*

Note: *The title can be one to ten characters. The first character must be alphabetic (a-z) and no spaces may be typed between the characters.*

3 **PRESS** to indicate "this title equals..."

If you hear a beep, it means a set-up has already been stored under the title. Press the STOP *switch and type a different title.*

4 **HOLD** down and press

PLEASE WAIT *then* ≡ Acme *appears in the display and the setting is saved. The* SPECIAL ENTRY *light turns off.*

5 **PRESS**

twice to store the document.

The TABLE *light turns off.*

Recalling a Table Set-Up

Once a table set-up has been saved, it can be recalled as many times as needed. The set-up is recalled like a saved setting (the RECALL switch is not used). In this exercise, you'll recall the table set-up and use it to type the exercise below. In the exercise, you'll also learn how to center over columns.

ACTION	RESULT
1 **TURN** on DISK MEMORY, if not already on.	
2 **HOLD** down and type: **format-2** (It is not necessary to hold down after you type the first letter.)	*The* SPECIAL ENTRY *light turns on. The title appears in the display as it is typed but nothing prints.*
3 **PRESS** the spacebar once.	*The* SPECIAL ENTRY *light turns off. The* TABLE *light turns on as the setting is recalled. Two settings blocks appear in the display* .

Centering Headings over Columns

When a table has been set up using the TABLE switch, the center command can be used to center headings over table columns without guesswork or calculation.

Using the saved set-up you've just recalled, follow the steps below to practice centering the headings.

Company	Month End	Net Profit
Acme Brick	$23,000.00	17%
XYZ Sign Co.	75.00	2%
Jones Trucking	50,000.00	100%

ACTION	RESULT
4 **PRESS** [TAB] two times to move the third column.	*Two tab symbols → → appear in the display.*
5 **HOLD** down [=] and press [$ 4] to give the center command.	*The* SPECIAL ENTRY *light turns on. A center symbol appears in the display, and the carrier moves to the center of the column.*
6 **CONTINUE** on the next page.	

Company	Month End	Net Profit
Acme Brick	$23,000.00	17%
XYZ Sign Co.	75.00	2%
Jones Trucking	50,000.00	100%

ACTION | **RESULT**

7 **TYPE** the heading **Net**

The characters do not print, but the carrier backs up. The display goes blank except for Net

8 **PRESS** [RETURN END INDNT] to end the line.

The centered heading prints.

Since the first column begins at the left margin and contains a regular tab, you simply give the center instruction at the left margin.

9 **HOLD** down [ ] and press [$ 4]

The SPECIAL ENTRY *light turns on. A center symbol appears in the display. The carrier moves to the center of the column.*

10 **TYPE** the heading **Company**

The characters appear only in the display and the carrier backs up.

11 **PRESS** [TAB] to move to the second column.

The SPECIAL ENTRY *light turns off and the centered heading prints.*

12 **HOLD** down [ ] and press [$ 4]

The SPECIAL ENTRY *light turns on. A center symbol* [ ] *appears in the display. The carrier moves to the center of the column.*

13 **TYPE** the heading **Month End**

The display shows: [ ] Month End

14 **PRESS** [TAB] to move to the third column.

The SPECIAL ENTRY *light turns off and the centered heading prints.*

15 **CENTER** the heading **Profit** on your own.

16 **PRESS** [RETURN END INDNT] twice, once to end the line and a second time for an extra space between the heading and the first line of the entries.

17 **CONTINUE** on the next page.

Company	Month End	Net Profit
Acme Brick	$23,000.00	17%
XYZ Sign Co.	75.00	2%
Jones Trucking	50,000.00	100%

ACTION **RESULT**

18 **TYPE** the remainder of the document.

19 **PRINT** the document, if desired.

20 **STORE** the document under the title **stat-c**

Underlining Table Columns and Headings

The Memorywriter will underline the full width of a column automatically when the table has been set up using the TABLE switch. You can also instruct the Memorywriter to double underline an entry.

XYZ Corporation

Division	1981	1982
Food Products	$5,071,332	$ 8,412
Paper Products	9,000	2,332,899
Packaging	84,532	663
Machinery	421,600	420,881
Total	$5,586,465	$2,762,855

To type the example above, you'd first set the margins and center the main heading. Then you'd turn on the TABLE switch and enter the information the Memorywriter needs to set up the tabs for the columns. Notice that the numbers do not contain decimal points. However, the numbers are aligned at the right of the column, so a decimal tab will be set for each column.

Follow the steps on the next page to set up and type the table in the example.

Underlining Table Columns and Headings — continued

XYZ Corporation

Division	1981	1982
Food Products	$5,071,332	$ 8,412
Paper Products	9,000	2,332,899
Packaging	84,532	663
Machinery	421,600	420,881
Total	$5,586,465	$2,762,855

ACTION | **RESULT**

1. **TURN** on DISK MEMORY and PRINTER if not already on.

2. **SET** margins of 12 and 72 on the PS/12 margin scale.

   A beep will sound and a settings block will appear in the display each time you set the margin.

3. **PRESS** RETURN END INDNT to complete the setting.

   A required return symbol will appear in the display.

4. **HOLD** down [ ] and press [8] **and then** [$ 4] to turn on underline and to center the heading.

   The UNDLN *light and the* SPECIAL ENTRY *light turn on. A centering symbol will appear in the display.*

5. **TYPE** the heading **XYZ Corporation**

   The heading doesn't print, but the carrier backs up.

6. **HOLD** down [ ] and press [8] to turn off UNDLN.

   The UNDLN *light will go off.*

7. **PRESS** [RETURN END INDNT] twice.

   The SPECIAL ENTRY *light will go off and the heading prints out.*

8. **TURN ON** [TABLE FORM] so you can set up the columns.

   The SPECIAL ENTRY *light goes on.*

9. **PRESS** [SET TAB] to tell the Memorywriter the first column contains information that is to be lined up at the left.

   A beep sounds and a settings block appears in the display.

10. **TYPE** the longest entry in the first column **Paper Products**

    The entry does not print.

11. **PRESS** [SET DEC TAB] to tell the Memorywriter the second column will contain information to be lined up to the right.

    A beep sounds and a tab and a settings block appears in the display.

Underlining Table Columns and Headings — continued

XYZ Corporation

Division	1981	1982
Food Products	$5,071,332	$ 8,412
Paper Products	9,000	2,332,899
Packaging	84,532	663
Machinery	421,600	420,881
Total	$5,586,465	$2,762,855

ACTION	RESULT
12 **TYPE** the longest entry in the 2nd column: **$5,071,332**	*The number appears in the display, but does not print.*
13 **PRESS** [SET DEC. TAB] to tell the Memorywriter the third column will contain information to be lined up to the right.	*A beep sounds and a tab and a settings block appears in the display.*
14 **TYPE** the longest entry in the third column: **$2,762,855**	*The number appears in the display, but does not print.*
15 **PRESS** [RETURN END INDNT] to complete the setting.	*Two required returns followed by a settings block is shown in the display* .

16 **HOLD** down [ ] and press [$ 4] to center the first heading.

The SPECIAL ENTRY *light turns on. A center symbol* [ ] *appears in the display. The carrier moves to the center of the column.*

17 **TYPE** the heading **Division**

Division *appears in the display and the carrier backs up, but the word does not print.*

18 **HOLD** down [ ] and press [& 7] to tell the Memorywriter to underline the full width of the column.

The centered heading prints and the SPECIAL ENTRY *light turns off. A column underline symbol* [ ] *appears in the display.*

19 **PRESS** [TAB] to move to second column.

The SPECIAL ENTRY *light turns on.*

20 **HOLD** down [ ] and press [$ 4]

A center symbol [ ] *appears in the display. The carrier moves to the center of column.*

21 **TYPE** the heading **1981**

22 **HOLD** down [ ] and press [& 7] to underline the column width.

A column underline symbol [ ] *appears in the display and the heading prints out. The* SPECIAL ENTRY *light turns off.*

ivision [ ]→[ ] 1981[ ]

23 **CONTINUE** on the next page.

XYZ Corporation

Division	1981	1982
Food Products	$5,071,332	$ 8,412
Paper Products	9,000	2,332,899
Packaging	84,532	663
Machinery	421,600	420,881
Total	$5,586,465	$2,762,855

ACTION	RESULT
24 **PRESS** [TAB] twice to move to third column.	*The first time you press the tab key the carrier stops at the decimal tab. The second time, it moves to the third column. The* SPECIAL ENTRY *light turns on.*
25 **HOLD** down [ ] and press [$ 4] to give the center command.	*A center symbol appears in the display. The carrier moves to the center of the column.*
26 **TYPE** the heading **1982**	*The display shows* 1982

27 **HOLD** down [ ] and press [& 7] to underline the column width.

The heading prints out and a column underline symbol appears in the display. The SPECIAL ENTRY *light turns off.*

28 **PRESS** [RETURN END INDNT] twice after the heading.

29 **TYPE** the entry **Food Products** in the first column.

30 **PRESS** [TAB] and type **$5,071,332**

31 **PRESS** [TAB] and type **$**

32 **PRESS** the spacebar four times to position the $ for the widest column entry.

The tab, dollar sign, and spaces show in the display

33 **TYPE** the numbers **8,412**

The display shows 332 ÷ $ 8,412

34 **PRESS** [RETURN END INDNT]

35 **CONTINUE** typing up to and including "Machinery"

36 **CONTINUE** on the next page.

Underlining Table Columns and Headings — continued

XYZ Corporation

Division	1981	1982
Food Products	$5,071,332	$ 8,412
Paper Products	9,000	2,332,899
Packaging	84,532	663
Machinery	421,600	420,881
Total	$5,586,465	$2,762,855

ACTION | **RESULT**

37 **PRESS** [TAB] and type **421,600**

38 **HOLD** down [—] and press [& 7] to underline the full column width.

The entry prints out and a column underline symbol appears in the display.

39 **PRESS** [TAB] and type **420,881**

40 **HOLD** down [ ] and press [& 7] to underline the full column width.

The entry prints out and a column underline symbol appears in the display.

41 **PRESS** [RETURN END INDNT] twice.

42 **TYPE** the word **Total**

43 **PRESS** [TAB] and type **$5,586,465**

44 **HOLD** down [ ] and press [& 7] **twice** to underline the column twice.

The entry prints out. Two column underline symbols appear in the display to indicate the column will be double underlined.

45 **PRESS** [TAB] and type **$2,762,855**

46 **HOLD** down [ ] and press [& 7] **twice** to double underline the column.

The entry prints out. Two column underline symbols appear in the display.

47 **PRESS** [RETURN END INDNT] to end the line.

48 **PRINT** the document, if desired.

49 **STORE** the document under the title **stat-d**

Centering Headings Over More Than One Column

There are times when a heading needs to be centered over more than one column, as in the example below. By using REVERSE INDEX, spacing to the center point between the columns and giving the centering instruction, the heading can be centered.

Follow the steps below to practice centering a heading above two columns.

	January 1980		January 1981	
	Annual	Budget	Annual	Budget
Lumber Division	$1,486.00	$2,500.00	$4,833.00	$5,000.00
Plywood Division	285.00	305.00	1,000.00	400.00
Cement Division	7,000.00	6,000.00	900.00	760.00

ACTION

1. **TURN** on PRINTER and DISK MEMORY if not on.
2. **SET** margins at approximately 10 and 75. (Remember to press RETURN to complete the setting.)
3. **TURN** on TABLE FORM and enter set-up information as follows:

RESULT

- Press SET TAB to set a tab for the first column.
- Type: **Plywood Division** (the longest entry in the first column.)
- Press SET DEC. TAB to set a tab for the second column.
- Type: **$1,486.00** (the longest entry in the second column).
- Press SET DEC. TAB and type **$2,500.00**.
- Press SET DEC. TAB and type **$4,833.00**.
- Press SET DEC. TAB and type **$5,000.00**.
- Press RETURN END INDNT to complete the set-up.

After the set-up information has been entered, you can begin typing the table.

4 **CONTINUE** on the next page.

	January 1980		January 1981	
	Annual	Budget	Annual	Budget
Lumber Division	$1,486.00	$2,500.00	$4,833.00	$5,000.00
Plywood Division	285.00	305.00	1,000.00	400.00
Cement Division	7,000.00	6,000.00	900.00	760.00

ACTION	RESULT
5 **PRESS** [TAB] to move to the second column.	
6 **HOLD** down [ ] and press [$ 4] to give the center command.	*The center symbol appears in the display.*
7 **TYPE** the heading **Annual**	
8 **HOLD** down [ ] and press [& 7] to underline the heading for the column width.	*The heading prints out and the column underline symbol appears in the display.*

9 **CONTINUE** centering and underlining the remaining headings as follows:

- Press [TAB]
- Hold down [—] and press [$ 4], then
- Type: **Budget**
- Hold down [—] and press [& 7]
- Press [TAB]
- Hold down [—], and press [$ 4], then type **Annual**
- Hold down [—] and press [& 7] .
- Press [TAB]
- Hold down [—] and press [$ 4], then type **Budget**
- Hold down [—] and press [& 7] .
- Press [RETURN END INDNT] after the last heading.

10 **PRESS** spacebar to move to the midpoint between the first two columns of numbers.

11 **CONTINUE** on next page.

Centering Headings Over More Than One Column — continued

	January 1980		January 1981	
	Annual	Budget	Annual	Budget
Lumber Division	$1,486.00	$2,500.00	$4,833.00	$5,000.00
Plywood Division	285.00	305.00	1,000.00	400.00
Cement Division	7,000.00	6,000.00	900.00	760.00

ACTION	RESULT
12 **HOLD** down [ ] and press [INDEX] eight (8) times to move the printer above the column headings.	*A index symbol appears ↑ in the display each time the index key is pressed.*
13 **HOLD** down [ ] and press [$ 4] to give the centering command.	*The center symbol* [4] *shows in the display.*
14 **TYPE** the heading **January 1980**	*The display shows* [4] January 1980
15 **HOLD** down [ ] and press [$ 4] to end the centered heading.	*The heading prints centered over the position where the carrier was when you gave the center command.*

16 **PRESS** the spacebar to move to the middle of the fourth and fifth columns. (You may need to manually roll the platen to see where the midpoint of columns 4 and 5 is, and then roll it back.)

17 **HOLD** down [ ] and press [$ 4] to give the centering command.

The center symbol shows in the display.

18 **TYPE** the heading **January 1981**

The display shows January 1981

19 **PRESS** [RETURN END INDNT] three (3) times to move the printer down to first line of the table.

The heading prints.

20 **TYPE** the remainder of the document.

21 **PRINT** the document.

22 **STORE** the document under the title **Stat-e**

Indenting a Table from the Left and Right Margin

So far you've used TABLE to automatically space columns evenly between the margins. You can also tell the Memorywriter to indent the columns equally from the margins. When a table is inserted in the middle of a letter or report, for example, you may want to indent it equally from the margins as the example below illustrates.

```
The Office of Residence Life is the title now used for the
University Housing Office. The 36 dormitories include the
smaller colonial style halls as well as high-rise build-
ings. A breakdown of the student population, residing in the
three main halls, is as follows.:

        Men            Women            Total

        260              257              517
      1,140            1,105            2,245
        250              300              550

Co-educational halls, a recent concept in campus living,
are occupied by both men and women, assigned to separate
floors or wings.
```

Follow the steps below to type the example. When you turn on the TABLE switch, simply press the spacebar once before setting the first tab and typing the longest entry. The one space tells the Memorywriter to indent the table.

ACTION	RESULT
1 **TURN** on DISK MEMORY and PRINTER if not on.	
2 **TURN** off AUTO RETURN if it is on. You will be setting new margins.	
3 **SET** margins at approximately 10 and 80. Remember to press RETURN to complete the setting.	
4 **TURN** on AUTO RETURN and type the first paragraph. Remember to let the carrier return for you.	
5 **PRESS** RETURN END INDNT twice to end the paragraph.	
6 **CONTINUE** on the next page with the steps for typing the table.	

The Office of Residence Life is the title now used for the University Housing Office. The 36 dormitories include the smaller colonial style halls as well as high-rise buildings. A breakdown of the student population, residing in the three main halls, is as follows.

Men	Women	Total
260	257	517
1,140	1,105	2,245
250	300	550

Co-educational halls, a recent concept in campus living, are occupied by both men and women, assigned to separate floors or wings.

ACTION	RESULT
7 **TURN** on [TABLE FORM] and enter set-up information as follows: • Press spacebar once to tell the Memorywriter to indent the table.	*The display goes blank.*
• Press [SET DEC. TAB] to set a tab for the first column.	*A beep sounds and a settings block appears in the display.*
• Type **1,140** (longest entry in first column)	

- Press [SET DEC. TAB] to set a tab for the second column and type **1,105**.
- Press [SET DEC. TAB] to set a tab for the third column and type **2,245**.

8 **PRESS** [RETURN END INDNT] to end the set-up line.

9 **CENTER** the column headings as follows:

- Press [TAB] (when a table is indented, you must tab to the first column.)
- Hold down [—] and press [$ 4] then type **Men**
- Press [TAB]
- Hold down [—] and press [$ 4] then type **Women**
- Press [TAB]
- Hold down [—] and press [$ 4] then type **Total**
- Press [RETURN END INDNT] twice to separate the headings from the columns.

The Office of Residence Life is the title now used for the University Housing Office. The 36 dormitories include the smaller colonial style halls as well as high-rise buildings. A breakdown of the student population, residing in the three main halls, is as follows.

Men	Women	Total
260	257	517
1,140	1,105	2,245
250	300	550

Co-educational halls, a recent concept in campus living, are occupied by both men and women, assigned to separate floors or wings.

ACTION **RESULT**

10 **PRESS** [TAB] and type **260**

11 **FINISH** typing the table.

12 **PRESS** [RETURN END INDNT] twice after typing the last line of the table.

13 **TURN** off TABLE FORM.

The TABLE *light turns off. All tabs are cleared from the typewriter. A settings block appears in the display.*

14 **TYPE** the last paragraph of the document. Remember to let the carrier return for you.

15 **PRINT** the document.

16 **STORE** the document under the title **table**

Note: Always turn off TABLE before typing any text that follows a statistical table. When you turn off TABLE, all tabs will be cleared. If your text uses tabs, you'll need to set them after turning off TABLE.

Clearing a Saved Table Setting

Once a saved setting has been stored, it will remain on the disk until you clear it. Saved settings should be cleared from the disk when they are no longer needed to make room for new phrases or settings.

You'll clear the table setting you saved earlier titled: **format-2**

ACTION	RESULT
1 **Hold** down [ ] and type **format-2** (It is not necessary to hold [ ] down after you type the first letter.)	*The* SPECIAL ENTRY *light turns on. The title appears in the display as it is typed but nothing prints.*
2 **PRESS** [+ =]	*The Memorywriter will beep once to tell you the title has been located.*
3 **PRESS** [CLEAR]	*The* CLEAR *light turns on, asking if the setting is to be cleared.*
4 **PRESS** [CLEAR] again	*The* CLEAR *and* SPECIAL ENTRY *light turn off. The setting is cleared from the disk.*

Editing a Statistical Document

The following exercise will give you practice in editing a statistical document. It is important to remember that you **never** turn the TABLE switch off when revising or printing a table. When the TABLE switch is turned off, the Memorywriter automatically erases all the tabs and records a settings block that contains only the margins and line spacing of the document. This will cause your table to print incorrectly.

XYZ Corporation

Division	1981	1982
Food Products	$5,071,332	$ 8,412
Paper Products	9,000	2,332,899
Packaging	84,532	663
Machinery	421,600	420,881
Total	$5,586,465	$2,762,855

5,247

6,582,711

Shipping 1,000,000 N/A

ACTION **RESULT**

1 **RECALL stat-d** to the display.

Continue on the next page.

XYZ Corporation

5,247

Division	1981	1982
Food Products	$5,071,332	$ 8,412
Paper Products	~~9,000~~	2,332,899
Packaging	84,532	663
Machinery	421,600	420,881
Total	6,582,711 ~~$5,586,465~~	$2,762,855

Shipping 1,000,000 N/A

ACTION | **RESULT**

2. **PRESS** [FIND RPLCE], type: **9,000**, press [FIND RPLCE] to move to the first correction.
3. **HOLD** down [⊖] and press [FWD] five times to delete the number.
4. **TYPE: 5,247**

5. **PRESS** [FIND RPLCE], type **Machinery**, press

   to move to the beginning of the line that the new line entry will go in front of.

6. **TYPE:** the new line, remembering to end the line with a return.

7. **PRESS** [FIND RPLCE], type **5,586,** press [FIND RPLCE] to move to the last correction.

8. **HOLD** down [0] and press [FWD] nine times to erase the number.

9. **TYPE: 6,582,711** If you accidently erase the column underscore symbol simply reenter it after typing the new number.

10. **PRINT** the document, if desired.

11. **STORE** the revised document.

A column underscore symbol can be added to a previously typed number by advancing forward through the document, moving the number to be underscored to the **left** of the pointer and then holding down FEATURES and pressing 7.

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